



TOWN COUNCIL MEETING

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC 29063

December 17, 2024 @ 6:30 PM

Live streaming will be available from our YouTube channel at:
<https://www.youtube.com/c/TownofIrmo>

AGENDA

- I. PUBLIC HEARING(s)
 - A. To receive comments on **ORDINANCE 24-16** to annex +/- 0.8 acres located at or near 1621 Lake Murray Boulevard, Lexington County TMS 001998-02-039 & -063, and to rezone said property from C1, Neighborhood Commercial (Lexington County) to CG, General Commercial.
 - B. To receive comments on **ORDINANCE 24-17**, an amendment to Article 2 of the Zoning Ordinance as regards the Use Table.
 - C. To receive comments on **ORDINANCE 24-18** to establish an express business license for single-family residential subcontractors.
 - D. To receive comments on **ORDINANCE 24-19** to amend the Code of Ordinance Chapter 11, Rental Property Registration and Regulations.
- II. Call to Order
- III. Pledge of Allegiance
- IV. Invocation
- V. Approval of the Agenda
- VI. Reading of the Minutes
 - A. November 19, 2024

VII. Report of Standing

- A. Administrative Briefing
- B. Update on the Central Midlands Council of Governments Annual Conference (Mayor).
- C. New In-Town Businesses:
 - Lake Murray Mitsubishi - 1001 N Wingard Road
 - Woodspring Suites Irmo - 941 Columbiana Drive
 - T & P Automotive, LLC. - 7948 Broad River Road
 - Ruth Strait Ellis Counseling - 10415 Broad River Road
 - Firm Roots Counseling - 7825 Broad River Road
 - All Us Towing LLP - 238 Old Dutch Fork Road
 - Underdog Digital - 1204 Lexington Avenue #2A

VIII. Consideration of Communications

- A. Recognition of Kathy's Kreations as the December 2024 Small Business of the Month.
- B. Presentation from the South Carolina Philharmonic to the Town of Irmo (Mayor).
- C. School Showcase:
 - Dutch Fork Middle School, presented by Principal Vernon Sava.
- D. Community Connections:
 - Delivering Joy Event
 - Free Microchipping
 - District 5 Hiring Event
 - District 5 Magnet Fair
 - Block Kids
 - Chili Cook-Off
 - Young Filmmakers
 - The Midlands Winter Carol

IX. Presentation by Citizens (Agenda Items Only)

X. Unfinished Business

- A. **SECOND AND FINAL READING OF ORDINANCE 24-16** to annex +/- 0.8 acres located at or near 1621 Lake Murray Boulevard, Lexington County TMS 001998-02-039 & -063, and to rezone said property from C1, Neighborhood Commercial (Lexington County) to CG, General Commercial (Town of Irmo). This will annex the two lots adjacent to the BP Station at the corner of Lake Murray and Nursery Road, including the large blue building at 1621 Lake Murray Blvd.

- B. **SECOND AND FINAL READING OF ORDINANCE 24-17**, an amendment to Article 2 of the Zoning Ordinance as regards the Use Table (Staff). This will allow professional services, support services, and gyms in the Neighborhood Commercial district.
- C. **SECOND AND FINAL READING OF ORDINANCE 24-18** to establish an express business license for single-family residential subcontractors (Staff).
This will establish a separate business license which covers all residential subcontractors under one license. Electrical, plumbing, and HVAC subcontractors will still need individual business licenses.
- D. **SECOND AND FINAL READING OF ORDINANCE 24-19** to amend the Code of Ordinance Chapter 11, Rental Property Registration and Regulations (Staff). This ordinance changes the required dates for rental registration, clarifies offenses and violations, and creates an occupant inspection request.

XI. New Business

- A. Approval to accept the SCDPS Justice Assistance Grant in the amount of \$132,434 to purchase and upgrade In-Car police radios (Police Department).
This is a 90/10 grant that will cost the town 10% (\$14,715).
- B. Approval to contract with Bowman Engineering to perform engineering services in the amount of \$10,500 to prepare cost estimates for beautification improvements to signalized intersections along SC60 and St. Andrews Road (Staff). The scope of work includes studies for landscaping, hardscaping, striping, signage, Mast Arm Signal Poles, and Appurtenances.
- C. Approval of Letter of Credit for Bickley Station (Staff). This will approve the acceptance of a LOC in the amount of \$298,321.35 to guarantee the construction of unfinished infrastructure at Bickley Station and allow for approval of the bonded plat.
- D. Approval of the 2025 Town Council Meeting Schedule (Staff)

XII. Presentation by Citizens

XIII. Discussion

XIV. Executive Session

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

- A. Legal Matter §30-4-70(a)(2) – Discussion regarding the Water Walk lawsuit.

XV. 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 accommodation to attend the meeting, please contact the Town Administrator or Municipal Clerk for assistance at (803)781-7050, M-F between the hours of 8:30 – 5:00 (closed most Federal and State Holidays).

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 24-16

AN ORDINANCE TO ANNEX 0.80 ACRES OF REAL PROPERTY LOCATED AT OR NEAR 1621 LAKE MURRAY BOULEVARD, TMS 001998-02-039 & -063, INTO TO THE LIMITS OF THE TOWN OF IRMO; TO ZONE SAID PROPERTY CG, GENERAL COMMERCIAL; AND TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF IRMO TO SO REFLECT

WHEREAS, a request has been presented to the Irmo Town Council by the current record titleholder of property located at or near 1621 Lake Murray Boulevard, TMS #001998-02-039 & -063, to annex 0.80 acres of real property into Town and to classify the property as CG, General Commercial; and

WHEREAS, the Town and its Planning Commission, per SC Code § 6-29-760 *Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in The New Irmo News at least fifteen days prior to the public hearing, notice was conspicuously posted on or adjacent to the property, and a public hearing was held; and

WHEREAS, the Irmo Planning Commission, during a meeting held on November 4, 2024, recommended to the Irmo Town Council to annex said property and to classify said property to the appropriate zoning classification of CG, General Commercial.

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that the subject parcel be annexed into the Town of Irmo; and

BE IT FURTHER ORDAINED that the Zoning Classification pertaining to the subject parcel be hereby classified as CG, General Commercial; and

BE IT FURTHER ORDAINED that the official zoning map of the Town of Irmo be, and the same hereby is, amended to so reflect.

PASSED AND ADOPTED this 17th day of December, 2024

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: November 19, 2024

2nd Reading: December 17, 2024

Public Hearing: December 17, 2024



Staff Report

Amendment to the Official Zoning Map

DATES: Planning Commission: November 4, 2024
Town Council First Reading: November 19, 2024
Town Council Second Reading: December 17, 2024

TO: Irmo Planning Commission
Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Annexation Request

SUBJECT PROPERTY: Two tracts totaling ~0.80 acres located at or near 1621 Lake Murray Blvd., Lexington County TMS 001998-02-039 & -063

ACTION REQUESTED: Consider an ordinance to annex real property into the corporate limits of the Town of Irmo, to zone said property CG, and to amend the official zoning map of the Town to so reflect.

Background

Vijay Thakkar is the principal of Shambhu, LLC, the firm which owns 1621 Lake Murray Boulevard and the lot directly behind it. Mr. Thakkar has applied to annex these properties into the Town of Irmo.

Mr. Thakkar is also the owner of the adjacent BP Station, located at the corner of Lake Murray and Nursery Road. He has owned the BP Station since 2008 and purchased the subject properties in 2022. He would like to open businesses in the building located on the Lake Murray-fronting lot, 1621 Lake Murray Boulevard. He would also like to construct a strip shopping center on the rear lot.

The applicant has stated that he would like to open two businesses in the existing building on the front lot and would like three units in the proposed rear shopping center. In his talks with Lexington County, they informed the applicant that he would only be permitted one business per lot in the current zoning. This is his reason for desiring to come into the Town of Irmo.

Current Zoning

The subject property is zoned C1, Neighborhood Commercial, which allows a number of typical commercial uses, including office, retail, and restaurant. Speculative shopping centers are not permitted in the C1.

Proposed Zoning

The proposed zoning district, CG, General Commercial, is defined as follows: The CG district is intended to provide for the development and maintenance of commercial and business uses strategically located to serve the community and the larger region of which it is a part. Toward this end, a wide range of business and commercial uses are permitted herein.

Summary of Adjacent Zoning & Uses

Zone		Present Use
North	C2, General Commercial (County)	Commercial (Columbia Dermatology, Columbia Aesthetic & Restorative Dentistry)
East	CG, General Commercial (Irmo)	Commercial (BP Station)
South	C1, Neighborhood Commercial (County)	Commercial (Dan S. Judd, Consultant)
West	C1, Neighborhood Commercial (County)	Commercial (Office Building)

Irmo Comprehensive Plan

The new 2024 Comprehensive Plan has a future land use of Commercial Mixed Use for these lots. As such, the Irmo Comprehensive Plan supports this annexation and rezoning. The Commercial Mixed-Use area is defined as follows:

- Commercial and Mixed-Use areas that include a variety of uses including commercial, service, office and a mix of residential housing types.
- Commercial uses typically serve a larger area than Neighborhood Centers and include larger buildings and retail anchors.

- May include taller buildings (max of 3-4 stories).
- Limited areas of multi-family housing opportunities may be integrated as part of a mix of uses. As with residential uses, should be located in close proximity to shopping and services.

Staff Findings

Staff recommends **APPROVAL** of the annexation and rezoning.

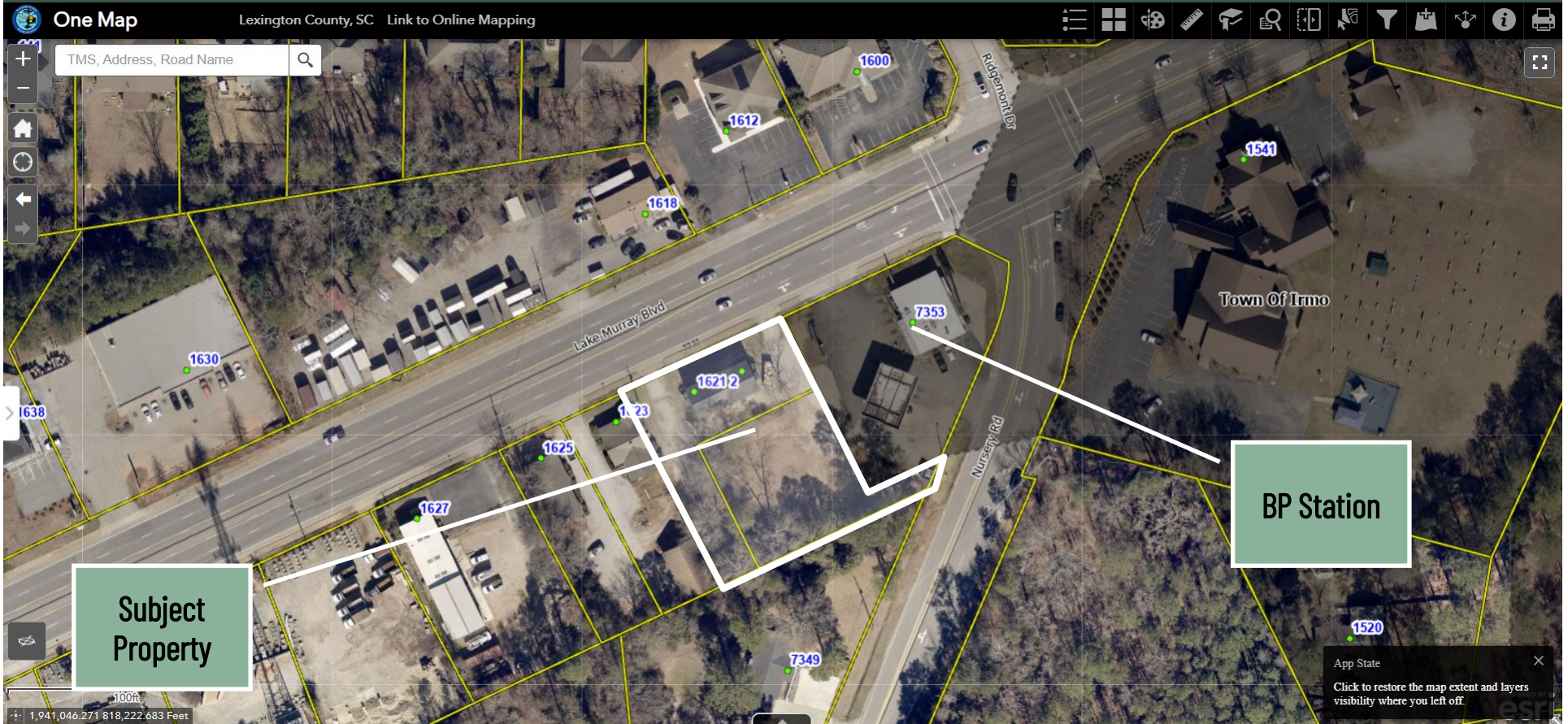
Planning Commission Recommendation

At their November 4, 2024 meeting, the Planning Commission voted 6-0 to recommend **APPROVAL** of the annexation and rezoning.

1621 Lake Murray Boulevard Annexation, Ordinance 24 - 16

Planning Commission | November 4, 2024

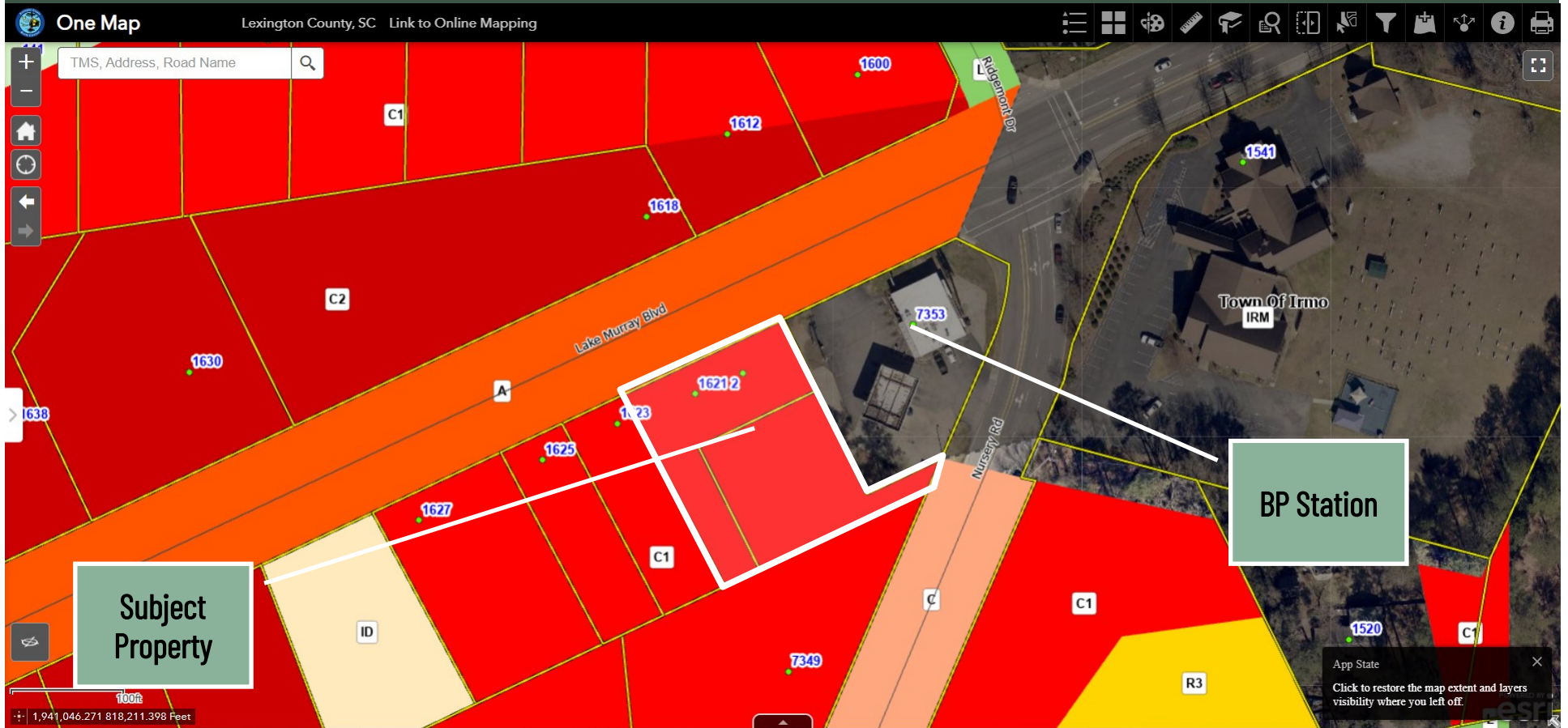
Town Council | November 19, 2024 & December 17, 2024



1621 Lake Murray Boulevard Annexation, Ordinance 24 - 16

Planning Commission | November 4, 2024

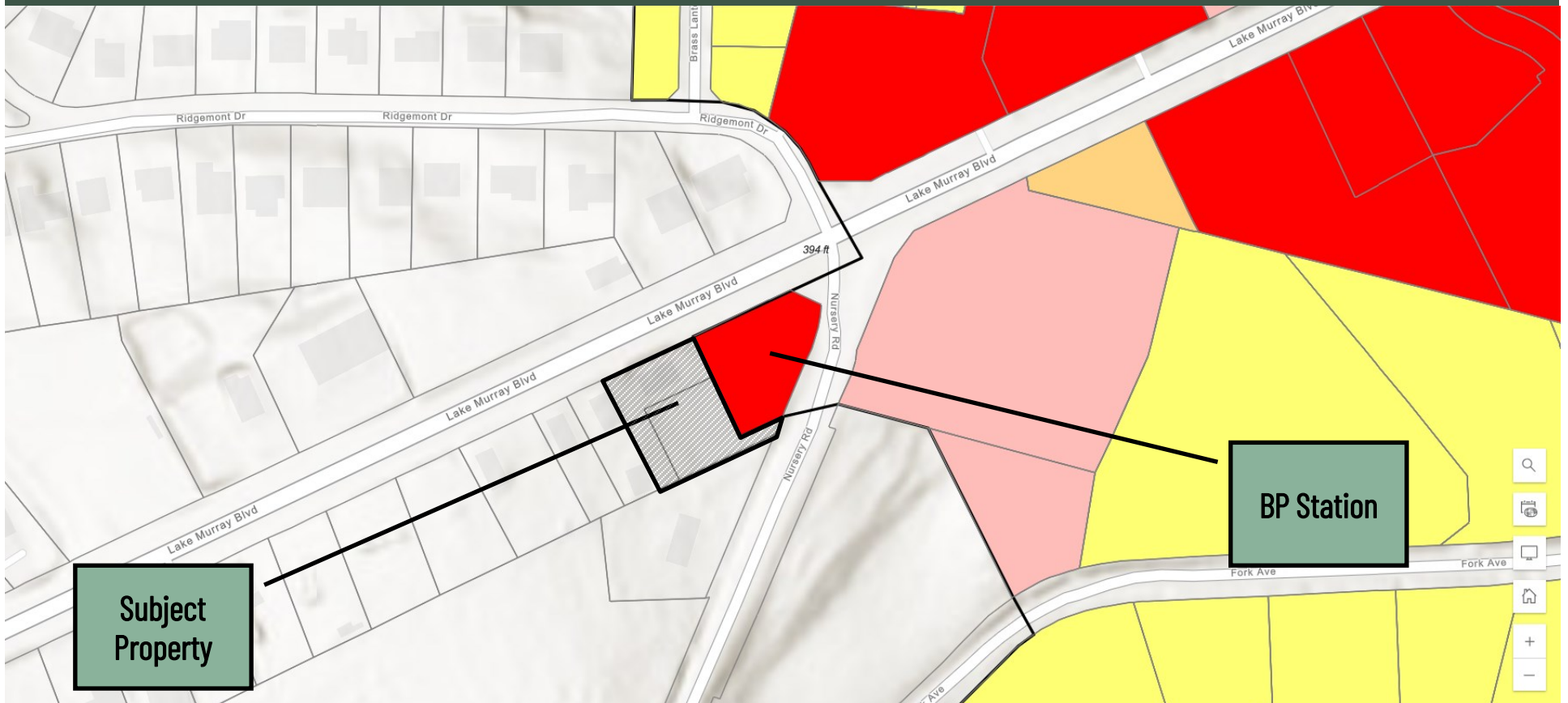
Town Council | November 19, 2024 & December 17, 2024



1621 Lake Murray Boulevard Annexation, Ordinance 24 - 16

Planning Commission | November 4, 2024

Town Council | November 19, 2024 & December 17, 2024



1621 Lake Murray Boulevard Annexation, Ordinance 24 - 16

Planning Commission | November 4, 2024

Town Council | November 19, 2024 & December 17, 2024



1621 Lake Murray Boulevard Annexation, Ordinance 24 - 16

Planning Commission | November 4, 2024

Town Council | November 19, 2024 & December 17, 2024



STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON) PETITION TO ANNEX PROPERTY INTO THE
TOWN OF IRMO) TOWN OF IRMO

TO THE HONORABLE MAYOR AND COUNCIL OF THE TOWN OF IRMO, SOUTH CAROLINA:

I, Shambhu LLC, Owner(s) of property located at
7351, Nursery Rd, as described by Lexington County
tax map, 001998-02-063, our mailing address (if different)

_____, do hereby petition said property to be annexed into the
corporate limits of the Town of Irmo. Additional homes located on the parcel are (if applicable, list addresses):

Designation of Agent: I/we hereby authorize the person named below to complete the annexation petition on my behalf.

[Signature]
Designated Agent

X-G Contracting
Business/Organization

10/2/2024
Date

Bhoomi Thakker
Owner (print)

Bhoomi Thakker
Owner Signature

10/3/24
Date

Witness (print)

Witness Signature

Date

Phone: (803) 381-3452 Email: Vijay/208@gmail.com

Current property use (Check Applicable): ☐ Residential (*Circle Use:* Single-family/Multi-family)

☒ Commercial ☐ Industrial/Manufacturing ☐ Vacant ☐ Agricultural

Area (sq ft/acre) of propose project: _____

Proposed land use (Check Applicable): ☐ Residential (*Circle Use:* Single-family/Multi-family) ☒ Commercial

☐ Industrial/Manufacturing

Done this _____ day of _____ 20____.

PROPERTY OWNER

Bhoomi Thakker
Print Name

Bhoomi Thakker
Signature

10/3/24
Date

Print Name

Signature

Date

[Signature]
Witness

Nam Kim
Witness

10/3/2024
Date

REQUIRED WITH PETITION: ☐ PLAT ☐ DEED

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON) PETITION TO ANNEX PROPERTY INTO THE
TOWN OF IRMO) TOWN OF IRMO

TO THE HONORABLE MAYOR AND COUNCIL OF THE TOWN OF IRMO, SOUTH CAROLINA:

I, Shambhu LLC, Owner(s) of property located at
1621, Lake Murray Blvd., as described by Lexington County
tax map, 001998-02-039, our mailing address (if different)

_____, do hereby petition said property to be annexed into the
corporate limits of the Town of Irmo. Additional homes located on the parcel are (if applicable, list addresses):

Designation of Agent: I/we hereby authorize the person named below to complete the annexation petition on my
behalf.

[Signature]
Designated Agent

K.G. Conkett's
Business/Organization

10/3/2024
Date

Bhoomi Thakkar
Owner (print)

Bhoomi Thakkar
Owner Signature

10/3/24
Date

Witness (print)

Witness Signature

Date

Phone (803) 381-3452

Email: Vijay/208@gmail.com

Current property use (Check Applicable): ☐ Residential (*Circle Use:* Single-family/Multi-family)

☒ Commercial ☐ Industrial/Manufacturing ☐ Vacant ☐ Agricultural

Area (sq ft/acre) of propose project: _____

Proposed land use (Check Applicable): ☐ Residential (*Circle Use:* Single-family/Multi-family) ☒ Commercial

☐ Industrial/Manufacturing

Done this _____ day of _____ 20_____.

PROPERTY OWNER

Bhoomi Thakkar
Print Name

Bhoomi Thakkar
Signature

10/3/24
Date

Print Name

[Signature]
Witness

Signature

Date

Nam Kim
Witness

10/3/24
Date

REQUIRED WITH PETITION: ☐ PLAT ☐ DEED

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 24 – 17

**AN ORDINANCE TO AMEND APPENDIX A OF THE IRMO MUNICIPAL ORDINANCE;
ZONING AND LAND DEVELOPMENT REGULATIONS;
ARTICLE TWO, TABLE ONE, SCHEDULE OF PERMITTED, CONDITIONAL, AND
SPECIAL EXCEPTION USES**

WHEREAS, the Town of Irmo desires to strengthen its Code of Zoning and Land Development Regulations, amending said Code to address noted errors, omissions, vague language, and add appropriate standards; and

WHEREAS, the following text amendment to the Town of Irmo Code of Zoning and Land Development Regulations has been proposed through collaboration with the Planning Commission; and

WHEREAS, the Planning Commission, at their November 4, 2024, meeting, voted to recommend approval of this amendment, as attached; and

WHEREAS, Council wishes to amend the Code of Municipal Ordinance as attached;

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled on this 17th day of December, 2024, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

PASSED AND ADOPTED this 17th day of December, 2024.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: November 19, 2024

2nd Reading: December 17, 2024

ORDINANCE 24 – 17

Article 2 Primary Zone District Regulations

*Table 1
Schedule of Permitted, Conditional, and Special Exception Uses and Off-Street Parking
Requirements by Zoning District*

Use	NAICS	RS	RG	CO	CN	CG	LM	FA	Parking Standards ¹
Leasers of mini warehouses and self-storage units (refer to special exceptions uses for mini warehouses)	53113						SE		Refer to special exceptions
Rental and leasing services	532			C		P	P		1.0 per 350 s.f. GFA
Leasers of nonfinancial intangible assets (except copyrighted works)	533			P	P	P	P		1.0 per 350 s.f. GFA
Professional, scientific, and technical services	541			P	C	P	P		1.0 per 350 s.f. GFA
Tax return preparation services	541213			P	C	P	P	C	1.0 per 350 s.f. GFA
Photography studies, portrait	541921			P	C	P	P		1.0 per 350 s.f. GFA
Management of companies and enterprises	55								
Management of companies and enterprises	551			P		P	P		1.0 per 750 s.f. GFA
Administrative and support and waste management and remediation services	56								
Administrative and support services	561			P	C	P	P		1.0 per 500 s.f. GFA
Waste management and remediation services	562								
Solid waste collection	562111					P	P		1.0 per 500 s.f. GFA
Septic tank and related services	562991					P	P		1.0 per 500 s.f. GFA

ORDINANCE 24 – 17

Use	NAICS	RS	RG	CO	CN	CG	LM	FA	Parking Standards ¹
Amusement, gambling, and recreational industries	713					P	P		1.0 per 350 s.f. GFA
Gambling industries	7132								
Golf course and country clubs	713910				P		P	P	5.0 per hole
Gyms, physical fitness	713940				P	P	P		1.0 per 250 s.f. GFA
Bowling alley	713950					P	P		5.0 per lane

Staff Report

Amendment to the Zoning Ordinance

DATES: Planning Commission: November 4, 2024
Town Council First Reading: November 19, 2024
Town Council Second Reading: December 17, 2024

TO: Irmo Planning Commission
Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Zoning Ordinance Amendment

ACTION REQUESTED: Consideration of a text amendment to Article 2 of the Zoning Ordinance as regards the Use Table

Background

In the last two months a number of applications have come in to place businesses in the CN, Neighborhood Commercial, Zone. These businesses have included a lab, a gym, a lawn care service, and office supporting educational institutions.

The CN Zone is interesting in Irmo as it designed to serve as a low-intensity, walkable commercial location in close proximity to residential property. The reality is quite different, as in many locations the CN is simply an alternative to the CG, General Commercial, zone, which allows most kinds of business. For example, the south side Broad River Road near the interstate, featuring Burger King, a Shell Station, Lucky's Burget Shack, Waffle House, and the new Brooklyn Pizza location, is zoned CN. While the businesses do separate a major roadway from Friarsgate, they are in no way walkable and Lucky's is open to midnight most nights and Waffle House is open 24 hours a day.

In the applications that came in in September, Staff saw the desire for a water quality lab and lawn care service on Thames Valley, right next door to Access Analytical, an existing laboratory, and across the street from Lizard's Thicket and Craft & Draft. The restrictions on businesses in this location do not make as much sense as in other locations in Town. Likewise, the restriction

on a gym at 7592 Woodrow, the past location of an auto parts store, makes little sense, as a gym is a common community commercial facility, and is again located in a way that makes walkability difficult.

Long term, Staff would like to rework the CN and the CO, Office Commercial, zones to define and locate them more effectively. At present, however, Staff simply wants to ensure that certain uses are allowable in the CN Zone.

The current definition of the CN Zone is as follows:

CN, Neighborhood-Commercial district. The CN district is intended to meet the commercial and service needs generated by nearby residential areas. Goods and services normally available in these districts are of the "convenience variety." CN establishments can provide community members convenient access to frequently used neighborhood-oriented services and give residents the option of walking rather than depending on an automobile. The size of these districts should relate to surrounding residential markets and the locations should be at or near major intersections, in proximity to residential areas, and/or on the periphery of residential areas, moderating transition between residential and potentially incompatible commercial uses. These intentions shall be considered in decisions of requests for CN zoning.

Text Amendment

See Attachment

Staff Findings

Staff recommends **APPROVAL** of this zoning ordinance change.

Planning Commission Recommendation

At their November 4, 2024 meeting, the Planning Commission recommended **APPROVAL** of these changes 6-0.

ORDINANCE 24 – 18

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 24 – 18

**AN ORDINANCE TO AMEND CHAPTER 10, APPENDIX A OF THE IRMO MUNICIPAL
ORDINANCE; BUSINESS LICENSE RATE SCHEDULE**

WHEREAS, the Town of Irmo is authorized by S.C. Code Section 5-7-30 and Title 6, Chapter 1, Article 3 to impose a business license tax on gross income; and

WHEREAS, by Act No. 176 of 2020, known as the South Carolina Business License Tax Standardization Act and codified at S.C. Code Sections 6-1-400 to -420, the South Carolina General Assembly imposed additional requirements and conditions on the administration of business license taxes; and

WHEREAS, the Town Council of the Town of Irmo now wishes to amend the Current Business License Ordinance to adopt an Express Business License for various residential subcontractors and to set the fee for said license.

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled on this 17th day of December, 2024, that the Town of Irmo Code of Municipal Ordinance is hereby amended as follows:

Chapter 10 – Businesses, Appendix A

To be added:

8.15 Express Business License. When building a new residential home, herein defined as a single-family detached house, a duplex, or townhome, the builder must obtain an express business license. The express business license will cover all contractors except electrical, plumbing, and heating and air conditioning contractors. These trades will be required to obtain individual licenses. This requirement will apply to the homeowner if they are acting as the builder/general contractor.

The fee for the express business license will be set by Town Council and will be published in the Town's Master Fee Schedule.

LET IS FURTHER BE ORDAINED that the Master Fee Schedule of the Town of Irmo be updated to reflect a fee of \$500 for the Express Business License.

ORDINANCE 24 – 18

PASSED AND ADOPTED this 17th day of December, 2024.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: November 19, 2024

2nd Reading: December 17, 2024

Staff Report

Amendment to the Code of Ordinance

DATES: Town Council First Reading: November 19, 2024
Town Council Second Reading: December 17, 2024

TO: Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Zoning Ordinance Amendment

ACTION REQUESTED: Consideration of a text amendment to Appendix A of Chapter 10 of the Irmo Code of Ordinance

Background

Per the Town of Irmo Business License Ordinance, Chapter 10 of the Code of Ordinance,

Every person engaged or intending to engage in any business, calling, occupation, profession, or activity engaged in with the object of gain, benefit, or advantage, in whole or in part within the limits of the town is required to pay an annual license tax for the privilege of doing business and obtain a business license as herein provided.

One area that has historically proved difficult to charge business licenses for are the subcontractors of single-family residential units (i.e. single family detached homes, duplexes, and townhomes). In an effort to ensure that these subcontractors obtain a proper business license, Staff proposes the use of an express business license, paid by the General Contractor at the time their own business license is obtained and home construction permit is obtained.

This fee has been used since 2017 in Goose Creek and totals \$500. This business license does not cover electrical, HVAC, or plumbing contractors – they will need to obtain separate business licenses. Rather, this license covers all other subs that often work without a business license, such as painters; drywall, cabinet & flooring installers; and cleaners.

Text Amendment

Chapter 10 – Businesses, Appendix A

8.15 Express Business License. When building a new residential home, herein defined as a single-family detached house, a duplex, or townhome, the builder must obtain an express business license. The express business license will cover all contractors except electrical, plumbing, and heating and air conditioning contractors. These trades will be required to obtain individual licenses. This requirement will apply to the homeowner if they are acting as the builder/general contractor.

The fee for the express business license will be set by Town Council and will be published in the Town's Master Fee Schedule.

Staff Findings

Staff recommends **APPROVAL** of this zoning ordinance change.

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 24 – 19

AN ORDINANCE TO AMEND CHAPTER 11 OF THE TOWN OF IRMO CODE OF ORDINANCE, RENTAL PROPERTY REGISTRATION AND REGULATIONS

WHEREAS, the Town of Irmo desires to strengthen its Code of Ordinance, amending said Code to address noted errors, omissions, vague language, and add appropriate standards; and

WHEREAS, the following text amendment to the Town of Irmo Code of Ordinance has been proposed by Staff; and

WHEREAS, Council wishes to amend the Code of Municipal Ordinance as attached;

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled on this 17th day of December, 2024, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

PASSED AND ADOPTED this 17th day of December, 2024.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: November 19, 2024

2nd Reading: December 17, 2024

Chapter 11 RENTAL PROPERTY REGISTRATION AND REGULATIONS

Sec. 11-1. Definitions.

The following terms shall have the meanings shown in this section. Where terms are not defined such terms shall have ordinarily accepted meaning such as the context implies.

Occupant means a family as defined by the Town of Irmo Zoning Ordinance or one or more individuals. A family of related persons shall be counted as one occupant. one or more individuals who reside within a residential rental unit.

Offense means any violation of local, state, or federal statutes or ordinances, including the International Property Maintenance Code and the Town's Nuisance Ordinance, which result in a forfeiture of bond; plea of guilty; plea of no contest; acceptance into pre-trial intervention, alcohol education program, a determination of guilt by a court or a jury, or an abatement order or action by the Town or the Property Owner or Occupant. For purposes of this chapter, all violations for which charges are made during one response by law enforcement officers which result in a forfeiture of bond; acceptance into a pre-trial intervention program; alcohol education program; conviction; plea of guilty or no contest; or abatement order or action collectively shall be deemed one offense.

Owner means any person, firm or corporation having a legal or equitable title in the property; or any record title holder.

Residential rental unit means any dwelling or portion of that portion of a dwelling for which consideration is being given to an owner, agent, or manager for residential use or occupancy. Whenever the words "rental unit" are stated in this Code, they shall be construed as though they were followed by the words "or any part thereof." For the purposes of this Rental Property Registration Ordinance, only the following types of residential construction are considered residential units:

1. Single-family detached houses
2. Mobile Homes
3. Duplexes, triplexes, and other similar construction
4. Townhomes
5. Apartment units located on the same lot as a single-family home, such as a garage apartment, basement apartment, mother-in-law suite, or other detached accessory dwelling unit.

Note: Vertically attached apartment complexes with five or more units will **not** be subject to this ordinance.

Total occupancy means the total number of people allowed to be living under one roof (not to exceed ten people).

Violation means breach of law. *Violation* and *offense* may be used interchangeably.

(Ord. No. 12-12, 6-19-2012; Ord. No. 18-04, 6-19-2018)

Sec. 11-2. License required.

No owner shall operate any residential rental unit unless that owner holds a current rental license issued by the town for the residential rental unit named therein. Licenses are not transferable from any owner to another. The license year shall begin on ~~January 1 and end on December 31~~ April 1 and end on March 31. The required license fee may be paid beginning January April 1 and must be renewed by April 15 June 30 each year. Renewals of licenses after April 15 June 30 will be assessed a late penalty fee as set by council and reflected in the master fee schedule. Each residential unit must have a separate license.

(Ord. No. 12-12, 6-19-2012; Ord. No. 23-14, 7-18-2023)

Sec. 11-3. Application.

Applications to operate a residential rental unit and for renewal shall be on a form provided by the Town of Irmo. Such form shall set forth the owner's name, address, and telephone number; the residential rental unit address; and the name of the person, firm or corporation responsible for the care and maintenance of the building.

(Ord. No. 12-12, 6-19-2012)

Sec. 11-4. Issuance or refusal of rental permit.

The Town of Irmo shall issue a rental permit for rental housing to an applicant upon proof of the following:

- (1) The owner and occupant and premises are in good standing with the town;
- (2) All fees have been paid as required by the chapter; and
- (3) The residential rental unit is in compliance with the chapter.

(Ord. No. 12-12, 6-19-2012)

Sec. 11-5. Property owner and occupant.

- (a) The zoning and codes administrator shall be notified in writing if there is a change of owner.
- (b) The property owner and the occupants shall maintain their residential rental units in compliance with the town codes and in compliance with this chapter.
- (c) The property owner and the occupants shall be liable for occupancy violations within their rental residences.

(Ord. No. 12-12, 6-19-2012)

Sec. 11-6. Offenses.

An "offense" shall include a violation of any federal, state, or local ordinance, ~~It shall also include a failure to meet the standard for residential rental units set forth in this chapter, including the International Property Maintenance Code and the Town's Nuisance Ordinance.~~

Failure by the property owner to obtain a rental registration license for a renter-occupied property shall be considered an offense.

Any person violating any provision of this chapter shall be deemed guilty of a misdemeanor and shall be subject to a fine of up to \$500.00 or imprisoned up to 30 days or both. Each day of violation may be deemed a separate offense.

Prior to issuing a citation for violation of this section, the person to be charged must first be given notice of the violation and an abatement period of at least fifteen (15) days in which to cure the violation.

Notice shall be sufficient when placed in the United States mail addressed to the owner of the property or to the occupant of the property at the property address.

Notice shall also be sufficient if made by personal service or delivery.

The abatement period shall begin on the date of mailing or personal delivery.

(Ord. No. 12-12, 6-19-2012)

Sec. 11-7. South Carolina Residential Landlord and Tenant Act

No part of this ordinance shall replace, override or contradict the South Carolina Residential Landlord and Tenant Act, nor shall it alter in any way the rights and responsibilities of owners and occupants of residential rental properties.

Sec. 11-8. Revocation.

If any property has three violations within any year, the ~~zoning and~~ town administrator shall notify the owner of this fact.

Upon ~~conviction finding~~ of ~~the a~~ third violation in any calendar year, the ~~zoning and~~ town administrator shall revoke the license of the owner.

Upon revocation of the license, the owner may no longer rent the premises for residential purposes.

Upon receipt of notice of revocation, the owner may within ten days apply to town council for an appellate review of the decision to revoke the license.

Upon receipt of any appeal of a revocation, town council shall hear the matter and render such decision as it deems proper under the circumstances. The property may continue to be rented during any appeal period.

The decision of council on any appeal shall be final.

When a license is revoked pursuant to this chapter, it shall not be renewed or reissued to the owner except upon petition of the owner to town council and upon approval of town council.

(Ord. No. 12-12, 6-19-2012)

Sec. 11-9. Change of ownership.

Any person, firm or corporation who has purchased or has a legally binding contract to purchase a property with a revoked rental housing permit may apply for a new permit.

(Ord. No. 12-12, 6-19-2012)

Sec. 11-10. Inspections.

Any occupant of a residential rental unit may request an inspection of the unit by the Town or its designee. Likewise, the Town reserves the right to inspect a registered rental property. The inspection will be conducted by the town code compliance inspector and/or a licensed residential building inspector at the expense of the Town. If the inspector determines that repairs are necessary to meet the requirements of the International Property Maintenance Code or the International Existing Building Code, the inspector will work with the Property Owner to ensure that any necessary permits are obtained and that all work is performed in a proper manner in accordance with the Code. If such repairs are not made in a proper and timely manner, the Town's code compliance inspector may pursue action against the property owner as with any other code violation, including abatement and the issuance of a citation. If the residential rental unit is found to be uninhabitable, the property will be declared as such by the Building Official and the occupant must vacate the property while repairs are made by the property owner. If in any case the property owner fails to comply with the repair order of the building inspector or abatement notice of the code compliance inspector, the Town Administrator may cite the property owner as outlined in the offenses section of this ordinance and pursue revocation of the rental permit.

Sec. 11-9. Offenses.

Any person violating any provision of this chapter shall be deemed guilty of a misdemeanor and shall be subject to a fine of up to \$1,000.00 or imprisoned up to 30 days or both. Each day of violation shall be deemed a separate offense.

Prior to issuing a citation for violation of this section, the person to be charged must first be given notice of the violation and a 15-day abatement period in which to cure the violation.

Notice shall be sufficient when placed in the United States mail addressed to the owner of the property or to the occupant of the property at the property address.

Notice shall also be sufficient if made by personal service or delivery.

The 15-day abatement period shall begin on the date of mailing or personal delivery.

(Ord. No. 12-12, 6-19-2012; Ord. No. 18-04, 6-19-2018)

Sec. 11-11. License fee.

- (a) Effective January 1, 2021 the annual license fee shall be \$150.00 per dwelling. The fee will increase to \$250.00 per dwelling, effective January 1, 2022. As of July 18, 2023 the The license fee shall be is set by council and listed in the town's master fee schedule. All registration fees are due before

April 15 June 30 of each calendar year and failure to register by the deadline will result in a penalty as set by council.

(b) The annual license fee shall be waived for one year, for one dwelling if the owner lived in the dwelling as their primary residence prior to home being vacated and permitted as a rental home.

(c) If the property owner has more than five rental units then he/she is required to obtain a business license from the town.

(Ord. No. 12-12, 6-19-2012; Ord. No. 18-04, 6-19-2018; Ord. No. 20-21, 10-6-2020; Ord. No. 23-14, 7-18-2023)

Sec. 11-12. Severability.

The provisions of this chapter are severable, and if any section, sentence, clause, part or provision thereof shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts, or provisions of this chapter. It is hereby declared that the intent of the council is that this chapter would have been adopted as if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision has not been included herein.

(Ord. No. 12-12, 6-19-2012)

Sec. 11-12. Standards for residential rental unit.

For the purposes of this chapter, the following standards apply to residential rental units and must be met prior [to] a permit being issued and at all times thereafter. Town sponsored inspectors will have the authority to certify that rental properties meet the IPMC standards for both the interior and exterior of the dwelling. Any and all violations will be abated and corrected in the timeframe allotted. Failure to correct the deficiencies will result in the loss of the rental permit until corrected. The standards that will apply to all rental properties will be in accordance with the 2018 Edition of the International Property Maintenance Code (IPMC). Violations will be handled as outlined in section 11-9 of this chapter.

The landlord, owner, property management personnel are responsible for informing and providing these standards to their tenants.

(1) *Trash cans and storage of solid waste.* Rollcarts will only be placed at the street on pickup days and are removed from the street each evening in accordance with town code.

(2) *Environmental.* Weeds, undergrowth, trash, garbage, stagnant water, abandoned vehicles or other household items, and other matter deleterious to good health and public sanitation shall be removed.

(3) *Doors and windows.* Individual dwelling units must have access directly to the outside or to a common corridor. Sleeping rooms must have at least one five-square foot operational window, or an exterior door that is operable from the inside. Exterior windows must be free of defects, capable of opening and closing, and have working locks.

(4) *Roofs and gutters.* Roofs must cover the entire floor plan of the house. Any damage to the roof must be repaired within 90 days of incident; damaged roofs may be covered with tarp or

other temporary device and such device may be maintained for not more than 90 days. Standard roofing materials are to be used for repair. Any gutters are to be firmly attached to the roof and appropriate sections are to be connected.

(5) *Stairs, rails, porches, decks.* A handrail is required for four or more stairs. Guardrails are required on decks over 30 inches above grade. Porches and decks shall not have apparent structural damage or broken or missing rails or steps.

(6) *Fences/walls.* Fences and walls must be maintained to builder standards and cannot lean, have parts missing, they also may not have parts that are loose or unstable, need paint or have cracks that need patching.

(7) *Swimming pools/spas.* Swimming pools and spas shall be enclosed and include a self-closing and self-latching gate of 48 inches minimum height. Pools must be maintained with clean water (stagnation and/or fungus must be removed) or the pool must be drained.

(8) *Evidence of infestation.* Premises shall appear free of rats, mice, roaches or other vermin.

(9) *Parking spaces.* There shall be at least one all weathered surfaced parking space per vehicle. The parking surface material shall be concrete, asphalt or contained gravel surface, and no more than four vehicles will be permitted in the front area of the residence.

(10) *Grass height.* Grass and weed height will not exceed eight inches when measured with the ruler on the ground. All lawns must be properly landscaped and maintained. Inspections for compliance will begin with normal rental renewals after January 1, 2019; inspections will include properties registering for the first time. Inspections will be performed by the zoning administrator or his/her designated representative.

(11) *Vehicles.* Unlicensed and/or unregistered vehicles are not permitted to be parked in the front or side of any dwelling (includes parking areas, driveways and yards).

(12) *Tree debris.* Fallen and/or broken limbs must be removed from the yard and placed at the curb, in the yard, not in the road or on public sidewalk for pickup by the trash collector (trash collector requirements regarding width and length must be adhered to).

(13) *Leaves.* Must be bagged, placed at the curb, in the yard, not in the road or on public sidewalk, for pickup by trash collector.

(14) *Garages.* Garage doors shall be maintained in a fully functional condition. They shall be maintained free of rot or other decay. Garage door glass shall be replaced if cracked or broken.

Garages shall be used only for the storage of vehicles or yard maintenance equipment. Provided, however, garages may be used for the storage of other items so long as the content of the garage is not visible from the street or from public view.

(15) *Storm doors and windows.* Storm doors and windows shall be maintained in a fully functional condition. Broken or cracked glass shall be replaced and such items shall not be allowed to rust or to be inadequately affixed to the property.

(16) *Siding.* Exterior siding shall be maintained so as to remain properly affixed to the structure in accord with accepted building standards. External siding shall not be allowed to rot, or decay and must be properly painted with no peeling paint.

(17) *Boats and recreational vehicles.* Boats, recreational vehicles, motor homes, campers and travel trailers shall not be stored at any residential rental dwelling (exception is back yard).

However, these vehicles can be parked on concrete driveway for not more than two days for cleaning, washing, loading, unloading or repairing. Recreational vehicles may not be parked in street for more than 24 hours (subject to safety conditions).

(18) *Stumps.* Stumps from trees which have fallen or which have been cut shall be removed within 30 days from the time the tree falls or is cut.

(19) *Parking.* Cars may not be parked in front or side yards except on paved areas designed for the parking of vehicles.

(20) *Occupancy.* No more than one family (defined as an individual; or persons related by blood or marriage living together; or group of individuals, not more than three unless related by blood or marriage in single housekeeping unit) may live in a rental home zoned for single-family residential. No more than ten people may live in any residential rental dwelling (exceptions may be granted by the Town Administrator).

(21) *Utilities.* Any occupied residential rental dwelling must at all times have water, sewer and electrical services connected to proper provider or shall be deemed unrentable. It shall be the responsibility of the property owner to ensure that each dwelling has sewer service, and the failure to do so will result in a fine no less than \$500.00 along with the requirement to clean up all illicit discharges and hold harmless the Town of Irmo in any health or pollution issues.

(Ord. No. 12-12, 6-19-2012; Ord. No. 14-13, 11-18-2014; Ord. No. 18-04, 6-19-2018; Ord. No. 20-14, 7-7-2020; Ord. No. 20-17, 9-15-2020)

Staff Report

Amendment to the Code of Ordinance

DATES: Town Council First Reading: November 19, 2024
Town Council Second Reading: December 17, 2024

TO: Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Zoning Ordinance Amendment

ACTION REQUESTED: Consideration of a text amendment to the Code of Ordinance, Chapter 11: Rental Property Registration and Regulations

Background

The Town's Rental Registration program has existed for over a decade and Staff feels that it is time to revisit this ordinance and make changes that can aid in achievement of the goals of the program, user compliance and staff time management.

The edits to the ordinance are attached but are summarized here:

1. Redefining *occupant*, *offense*, and *residential rental unit*
2. Changing the timing of the license period. Currently the license period runs from January 1 through April 15, coinciding with the State's business license cycle. Staff proposed moving rental registration to April 1 – June 30, so that the front desk (the staff member tasked with rental registration) has more time to help with business licensing from January through April, and the business license clerk has more time to aid the front desk during the rental registration period.
3. Offenses now clearly includes violations of the International Property Maintenance Code and the Town's Nuisance Ordinance.
4. A section stating that the ordinance does not override, replace, or contradict the S.C. Residential Landlord and Tenant Act has been added.
5. A section on inspections has been added. Occupants of rental units may now request an inspection by the Town, and the Town may initiate an inspection of a registered rental

unit. Violations of the International Property Maintenance Code and the International Existing Building Code may result in a requirement that the property owner bring the property up to Code. The Code Compliance Inspector may issue a citation if the work is not completed in a timely manner, and the Town Administrator may pursue revocation of the rental permit if the owner fails to comply. Likewise the Code Compliance Inspector may pursue legal abatement action, including fines of up to \$500 per day and 30 days in jail.

6. The section on Standards for Residential Rental Units have been removed. Offenses at rental properties are the same as with any other residence, except that the right to operate as a rental may be revoked and the Code Compliance Inspector may pursue legal abatement action, including fines of up to \$500 per day and 30 days in jail.

Text Amendment

See Attachment

Staff Findings

Staff recommends **APPROVAL** of this zoning ordinance change.



Staff Report

Approval to accept the SCDPS Justice Assistance Grant in the amount of \$132,434 to purchase and upgrade In-Car police radios (Police Department).

This is a 90/10 grant that will cost the town 10% (\$14,715).

DATES: December 17, 2024
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT:
ACTION REQUESTED: Approval to accept the SCDPS Justice Assistance Grant in the amount of \$132,434 to purchase and upgrade In-Car police radios (Police Department).

Background

The Irmo Police Department is looking to upgrade and replace aging police radios. This grant will allow the replacement of 20 police radios.

Analysis

The cost estimate to replace 20 in-car police radios is \$147,149 by purchasing Motorola Radios on State Contract. This grant will cover 90% of the replacement costs (\$132,434). The Town of Irmo would be responsible for the remaining 10% (\$14,715).

Staff Findings

The Irmo Police Department has received similar grants from SCDPS in the past and is prepared to administer this grant in accordance with the grant conditions if approved.

Attachments

1. 5G001524 Irmo PD Award Document



Staff Report

Approval to contract with Bowman Engineering to perform engineering services in the amount of \$10,500 to prepare cost estimates for beautification improvements to signalized intersections along SC60 and St. Andrews Road (Staff). The scope of work includes studies for landscaping, hardscaping, striping, signage, Mast Arm Signal Poles, and Appurtenances.

DATES: December 17, 2024
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Approval to contract with Bowman Engineering to perform studies.
ACTION REQUESTED: Approval to contract with Bowman Engineering.

Background

The Town of Irmo is exploring the feasibility of installing Mast Arm Poles, landscaping, hardscaping, along with signage and striping along major corridors in Irmo.

Analysis

Recently, the Town of Irmo has contracted with Bowman Engineering to provide traffic engineering services as needed through an RFQ.

Staff Findings

In conjunction with our recently adopted Comprehensive Plan "Vision 2035", it was noted that the Town should continue to invest in the public realm. Under the *Land Use Recommendations*, it states " *Irmo is positioned to grow. Land use recommendations in this element focus on how and where to encourage different types of development. The Town aims to sustain and create an attractive community that offers a blend of small-town and suburban lifestyles. Major land use recommendations focus on how to take advantage of the opportunities to provide businesses and residents a place to call home while reinforcing Town character*"

GOAL 3: Continue to invest in the public realm.

Strategy 3A: Pursue streetscape improvements in key areas.

- Streetscape improvements would depend on location but could include pedestrian improvements, aesthetic improvements (i.e. new mast arms) and/or street trees or on-street parking.

Candidate locations include:

Along streets in the Town Center to complement park and future private development - see Town Center Recommendations for more detail.

Along Lake Murray Blvd to improve aesthetics of the principal gateway.

At Lake Murray Boulevard and Woodrow Street and Saint Andrews Road.

Attachments

1. TO 1 - SC 60 and S-36 Intersection Improvements - Cost Estimating



Staff Report

Letter of Credit Acceptance

DATES: December 17, 2024

TO: Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Letter of Credit Acceptance

ACTION REQUESTED: Consideration of acceptance for a letter of credit for the Bickley Station Subdivision

Background

Per the Town of Irmo Zoning Ordinance, Sec. 10-4, Bonded Plat, lots may be subdivided and sold without prior to the construction of final infrastructure with the acceptance of a financial guarantee. The applicant, Great Southern Homes, has been working with Staff to create a bonded plat for Bickley Station so that the property may be subdivided and vertical construction can commence.

Great Southern's engineer, Joshua Rabon, calculated a bond estimate of \$298,321.35, the total cost of remaining infrastructure plus 25%, as required by code. This estimate was reviewed and approved by the Town's Engineer, Larry Watts.

Included in this packet is the engineer's bond estimate, the letter of credit from Wells Fargo, and a copy of the bonded plat to be approved by staff should Council accept this letter of credit.

Staff Findings

Staff recommends **ACCEPTANCE** of this letter of credit.



Wells Fargo Bank, N.A.
U.S. Standby Trade Operations
1525 W.W.T. Harris Blvd., CIC-3C2
MAC D1109-012
Charlotte, NC 28262
Phone: 1 (800) 776-3862, Option 2
E-Mail: StandbyCustomerCare@wellsfargo.com

Irrevocable Standby Letter Of Credit

Number : IS000501443U
Issue Date : December 11, 2024

BENEFICIARY

TOWN OF IRMO
7300 WOODROW ST
IRMO, SOUTH CAROLINA 29063

APPLICANT

GREAT SOUTHERN HOMES
917 CHAPIN RD
CHAPIN, SOUTH CAROLINA 29036

LETTER OF CREDIT ISSUE AMOUNT USD 298,321.35 EXPIRY DATE DECEMBER 31, 2025

LADIES AND GENTLEMEN:

WE HEREBY OPEN OUR IRREVOCABLE STANDBY LETTER OF CREDIT IN YOUR FAVOR FOR THE ACCOUNT OF THE ABOVE REFERENCED APPLICANT IN THE AGGREGATE AMOUNT OF USD298321.35 (USD TWO HUNDRED NINETY EIGHT THOUSAND THREE HUNDRED TWENTY ONE AND 35/100) WHICH IS AVAILABLE BY PAYMENT UPON PRESENTATION OF THE FOLLOWING DOCUMENTS:

1. A DRAFT DRAWN ON US AT SIGHT MARKED "DRAWN UNDER WELLS FARGO BANK, N.A. STANDBY LETTER OF CREDIT NO. IS000501443U."
2. THE ORIGINAL LETTER OF CREDIT AND ANY AMENDMENTS ATTACHED THERETO.
3. THE BENEFICIARY STATEMENT: GREAT SOUTHERN HOMES HAS FAILED TO PERFORM THE COMPLETION OF THE IMPROVEMENTS AT BICKLEY STATION SUBDIVISION THAT ARE NECESSARY TO RECORD A BONDED PLAT. WE THEREFORE DEMAND PAYMENT IN THE AMOUNT OF (INSERT AMOUNT) AS SAME IS DUE AND OWING.

DRAWINGS MAY ALSO BE PRESENTED TO US BY FACSIMILE TRANSMISSION TO FACSIMILE NUMBER 844-879-5593 (EACH SUCH DRAWING, A "FAX DRAWING"); PROVIDED, HOWEVER, THAT A FAX DRAWING WILL NOT BE EFFECTIVELY PRESENTED UNTIL YOU CONFIRM BY TELEPHONE OUR RECEIPT OF SUCH FAX DRAWING BY CALLING US AT TELEPHONE NUMBER 1-800-776-3862, OPTION 2. IF YOU PRESENT A FAX DRAWING UNDER THIS LETTER OF CREDIT YOU DO NOT NEED TO PRESENT THE ORIGINAL OF ANY DRAWING DOCUMENTS, AND IF WE RECEIVE ANY SUCH ORIGINAL DRAWING DOCUMENTS THEY WILL NOT BE EXAMINED BY US. IN THE EVENT OF A FULL OR FINAL DRAWING THE ORIGINAL STANDBY LETTER OF CREDIT MUST BE RETURNED TO US BY OVERNIGHT COURIER.

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT SHALL BE DEEMED AUTOMATICALLY EXTENDED WITHOUT WRITTEN AMENDMENT FOR ONE YEAR PERIODS FROM THE PRESENT OR ANY FUTURE EXPIRY



Wells Fargo Bank, N.A.
U.S. Standby Trade Operations
1525 W.W.T. Harris Blvd., CIC-3C2
MAC D1109-012
Charlotte, NC 28262
Phone: 1 (800) 776-3862, Option 2
E-Mail: StandbyCustomerCare@wellsfargo.com

DATE UNLESS AT LEAST 90 CALENDAR DAYS PRIOR TO SUCH EXPIRATION DATE, WE SEND THE BENEFICIARY NOTICE AT THE ABOVE STATED ADDRESS BY OVERNIGHT COURIER THAT WE ELECT NOT TO EXTEND THIS LETTER OF CREDIT BEYOND THE INITIAL OR ANY EXTENDED EXPIRY DATE HEREOF.

THIS IRREVOCABLE LETTER OF CREDIT SETS FORTH IN FULL THE TERMS OF OUR UNDERTAKING. THIS UNDERTAKING IS INDEPENDENT OF AND SHALL NOT IN ANY WAY BE MODIFIED, AMENDED, AMPLIFIED, OR INCORPORATED BY REFERENCE TO ANY DOCUMENT, CONTRACT, OR AGREEMENT REFERENCED HEREIN.

WE HEREBY AGREE WITH YOU THAT DRAFT(S) DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS CREDIT SHALL BE DULY HONORED IF PRESENTED TOGETHER WITH DOCUMENT(S) AS SPECIFIED ABOVE AT OUR OFFICE LOCATED AT 1525 W.W.T. HARRIS BLVD., MAC D1109-012, CHARLOTTE, NC 28262 USA, ATTN: STANDBY LETTER OF CREDIT DEPARTMENT ON OR BEFORE THE ABOVE STATED EXPIRY DATE, OR ANY EXTENDED EXPIRY DATE IF APPLICABLE.

EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, THIS LETTER OF CREDIT IS SUBJECT TO THE UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS, (2007 REVISION) THE INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO.600.

Very Truly Yours,

WELLS FARGO BANK, N.A.

By:

Authorized Signature

The original of the Letter of Credit contains an embossed seal over the Authorized Signature.

Please direct any written correspondence or inquiries regarding this Letter of Credit, always quoting our reference number, to **Wells Fargo Bank, National Association**, Attn: U.S. Standby Trade Services

at 1525 W.W.T. Harris Blvd., CIC-3C2
MAC D1109-012
Charlotte, NC 28262

Phone inquiries regarding this credit should be directed to our Standby Customer Connection Professionals

1-800-776-3862 Option 2
(Hours of Operation: 8:00 a.m. ET to 5:00 p.m. PT)

Bickley Station

CEC # 21237

BOND ESTIMATE

September 26, 2024

The following is a complete breakout of the work remaining on the referenced project; this estimate is based on the approved plans and verified by an on-site inspection. The estimate shall bear the signature and seal of the engineer of record. The unit costs reflected below are the minimum that will be accepted by Lexington County. Actual contract costs should be used if they are higher than the Unit Cost listed below. The surety bond shall not be reduced below 25% of the total construction costs of the infrastructure that will be maintained by Lexington County.

BASED ON VISUAL INSPECTION

Estimate for the total cost of the proposed County maintained infrastructure:\$450,000.00				
DESCRIPTION OF WORK/MATERIALS	QUANTITY	UNIT	UNIT PRICE (\$)	AMOUNT
BMP MAINTENANCE				
Inlet Protection	27	EA	150.00	\$4,050.00
Silt Fence	3822	LF	5.00	\$19,110.00
Sediment Basin/Trap Cleanout	1	EA	600.00	\$600.00
Street Sweeping	1750	LF	0.50	\$875.00
		SUB-TOTAL		\$24,635.00
PROJECT MAINTANENCE		LS	2 x Subtotal	\$49,270.00
SEDIMENT AND EROSION CONTROL				
Grassing	1	Acre	3,000.00	\$3,000.00
Matting	5000	SY	3.00	\$15,000.00
		SUB-TOTAL		\$18,000.00
MISCELLANEOUS				
Striping	1	LS	600.00	\$600.00
CEPSCI Inspections	52	EA	100.00	\$5,200.00
Final Cleaning of SD Systems	3150	LF	6.50	\$20,475.00
		SUB-TOTAL		\$26,275.00

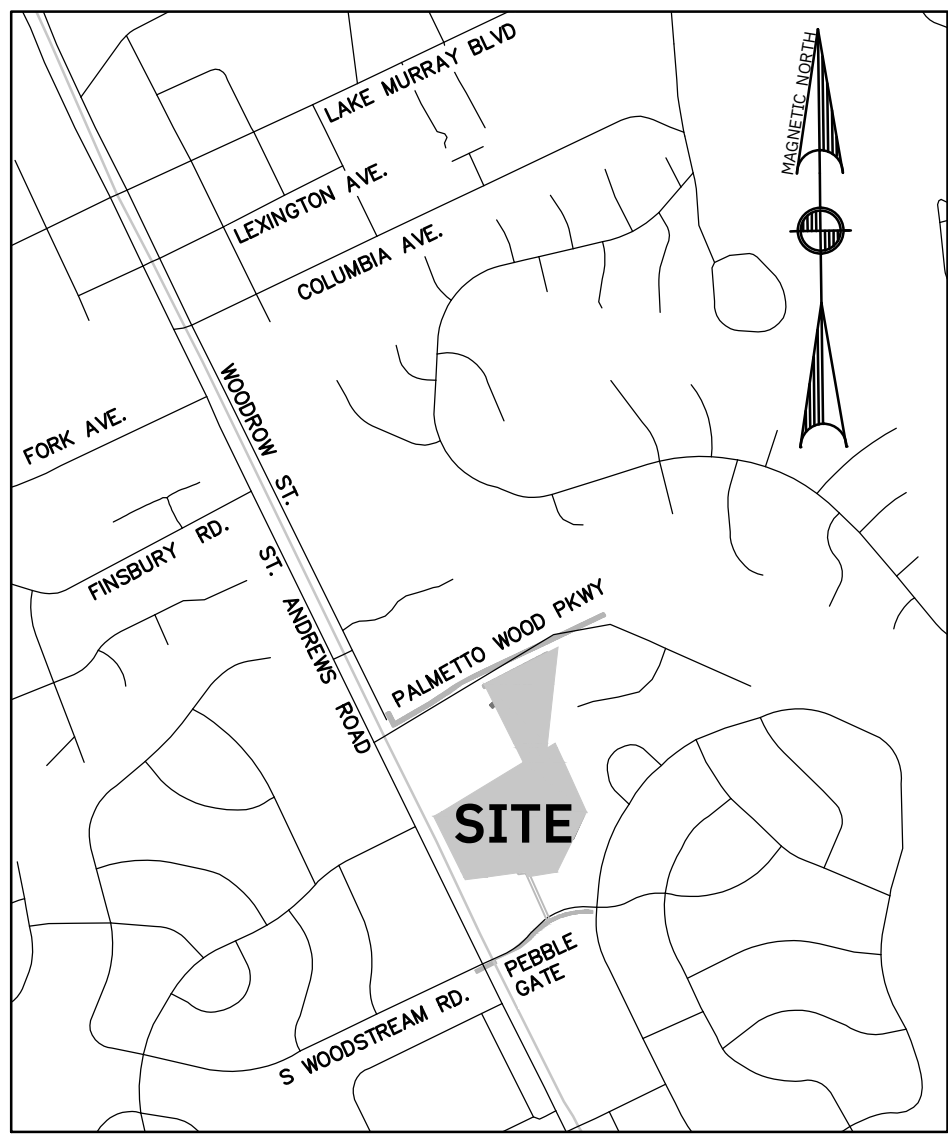
ROADWAY				
Tack	5348	SY	1.50	\$8,022.00
AC Surface (1.5")	5348	SY	18.00	\$96,264.00
Road Repair/Patch (5% of Total Asphalt)	268	SY	50.00	\$13,400.00
Curb Repair (10% of LF of Road)	400	LF	22.00	\$8,800.00
SUB-TOTAL				\$126,486.00
MISCELLANEOUS				
Sidewalks	1193	LF	2.50	\$1,193.00
SUB-TOTAL				\$1,193.00
SIGNAGE				
Stop Sign	5	EA	160.00	\$800.00
Street Sign	5	EA	160.00	\$800.00
Traffic Control Sign	2	EA	110.00	\$220.00
SUB-TOTAL				\$1,820.00
TOTAL				\$223,044.00
ENGINEERING AND SURVEYING				
Final Plat, As-Built, Staking, etc.	1	LS		\$15,613.08
As-Built (7% of Total)				
TOTAL				\$238,657.08
Town of Irmo Total @ 125%				\$298,321.35

Engineering Certificate of Bond Estimate

I hereby certify that all installed road improvements, storm drain system, sediment and erosion control practices, water supply system improvements, and sanitary sewer system improvements (as applicable) serving Bickley Station Subdivision, have been designed, constructed and all unfinished infrastructure will be constructed to meet or exceed the minimum standards required by the Lexington County Public Works/Stormwater Division, and a bond document with surety adequate to guarantee satisfactory completion of the remaining improvements shall be provided to Lexington County Council.

Based on visual inspection

09/26/2024	Joshua R. Rabon	
Date	Name of Project Engineer	Signature



LOCATION MAP

IN THE TOWN OF IRMO
LEXINGTON COUNTY, SOUTH CAROLINA
SCALE: 1" = 1000'

PROPERTY LINE TABLE

LINE	BEARING	DISTANCE
L1	S59° 18' 20"W	3.04'
L3	S59° 18' 20"W	44.00'
L4	N59° 18' 20"E	2.83'
L5	S82° 35' 12"W	11.71'
L6	S82° 35' 12"W	15.33'
L7	S59° 18' 20"W	44.00'
L8	S26° 36' 28"W	17.13'
L9	S26° 36' 28"W	18.33'

LENGTHS OF ROADWAY:	
ENGINEER LANE	520 LF
CONDUCTOR LANE	420 LF
LOCOMOTIVE LANE	907 LF
CABOOSE LANE	240 LF
TOTAL	2087 LF

NOTES & REFERENCES:

- 6.69 ACRES 60 SINGLE FAMILY RESIDENTIAL LOTS
2.32 ACRES 50' WIDE ROAD RIGHT OF WAY TO BE OWNED AND MAINTAINED BY LEXINGTON COUNTY
1.94 ACRES COMMON AREA TO BE PRIVATELY OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION
10.95 ACRES TOTAL ACREAGE
- LEXINGTON COUNTY TMS# 001999-02-005 AND 001999-02-061.
- ZONING: RS (RESIDENTIAL DISTRICT)
- SETBACKS:
FRONT: 15'
REAR: 20'
SIDE: 5' EACH SIDE (10' TOTAL)
- BOUNDARY SURVEY OF 10.95 ACRES FOR GREAT SOUTHERN HOMES BY CIVIL ENGINEERING OF COLUMBIA DATED AUGUST 3, 2022 AND RECORDED AT THE LEXINGTON COUNTY REGISTER OF DEEDS ON AUGUST 4, 2022 IN PLAT BOOK 21020 PAGE 2888.
- I HEREBY CERTIFY THAT I HAVE CONSULTED THE FEMA FLOOD INSURANCE RATE MAP #450630 C1333, EFFECTIVE DATE JULY 5, 2018, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE PROPERTY IS IN UNSHADED ZONE "X", NOT A DESIGNATED 100-YEAR FLOOD PRONE AREA.
- THE INFORMATION SHOWN ON THIS SHEET WAS DERIVED FROM A FIELD RUN SURVEY. OBVIOUS AND APPARENT FEATURES ENCOUNTERED ARE INCLUDED ON THIS SHEET. RELATED, REFERENCED INFORMATION WAS ALSO USED. UNLESS STATED HEREON, NO TITLE SEARCH WAS PERFORMED BY CIVIL ENGINEERING OF COLUMBIA, AND SOME EASEMENTS OR OTHER MATTERS OF RECORD MAY NOT APPEAR. THIS SHEET WAS PREPARED FOR A SPECIFIC CLIENT TO BE USED FOR A SPECIFIC PURPOSE. USE BY ANY OTHER PARTY, WITHOUT WRITTEN CONSENT, IS UNAUTHORIZED.
- ALL PROPERTY CORNERS ARE NEW #5 REBAR UNLESS OTHERWISE SHOWN.
- AREAS SHOWN AS "COMMON AREA" ARE APPROXIMATE. THE OWNER/DEVELOPER RESERVES THE RIGHT TO MODIFY, WITHIN APPLICABLE REGULATIONS, THE SHAPE AND SIZE OF THE COMMON AREA.
- COMMON AREA TO BE PRIVATELY OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
- ALL ROAD RIGHT OF WAY TO BE 50' WIDE AND DEDICATED TO THE LEXINGTON COUNTY.
- THE HOME BUILDER WILL BE RESPONSIBLE FOR INSTALLING SIDEWALKS.
- SIDEWALKS SHALL BE PRIVATELY MAINTAINED.
- LEXINGTON COUNTY SHALL NOT BE HELD RESPONSIBLE FOR DAMAGE, REMOVAL OR REPLACEMENT OF STRUCTURES, FENCES OR PLANTINGS DUE TO MAINTENANCE OF STORM DRAINAGE LINES WITHIN STORM DRAINAGE EASEMENTS.
- REGARDLESS OF MINIMUM BUILDING SETBACKS, NO STRUCTURE OR RELATED MECHANICAL EQUIPMENT SHALL ENCRUCH UPON ANY DESIGNATED EASEMENT WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE EASEMENT HOLDER.
- LANDSCAPING IS PROHIBITED WITHIN ANY PROPERTY OWNED, OR TO BE OWNED, BY LEXINGTON COUNTY. LANDSCAPING PROPOSED WITHIN ROAD RIGHT-OF-WAY THAT IS MAINTAINED BY LEXINGTON COUNTY MUST BE APPROVED BY LEXINGTON COUNTY COMMUNITY DEVELOPMENT AND PUBLIC WORKS. IN ALL INSTANCES, LANDSCAPING SHALL NOT BE INSTALLED WITHIN A STORM WATER MANAGEMENT BASIN, OR WITHIN ANY DESIGNATED DRAINAGE CHANNEL.

I HEREBY STATE THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

THE ENGINEER AND SURVEYOR IS:
CIVIL ENGINEERING OF COLUMBIA
POST OFFICE BOX 1137
IRMO, S.C. 29063
TEL: (803)798-2820
ATTN: MR. CLAY WALSH
EMAIL: CLAY@CECOLA.COM

THE OWNER IS:
GSH LAND FUND, LLC
917 CHAPIN RD
CHAPIN, S.C. 29063
TEL: 803-427-0058
ATTN: MR. PHILIP REAMES
EMAIL: PHILIPREAMES@PCLDCO.COM

THE STORMWATER OPERATOR IS:
LEXINGTON COUNTY PUBLIC WORKS
1336 WASHINGTON STREET
LEXINGTON, S.C. 29072
440 BALL PARK ROAD
TEL: 803-785-8201
ATTN: MR. SCOTT ROGERS
FAX: 803-785-5893

THE WATER & SEWER OPERATOR IS:
CITY OF COLUMBIA
COLUMBIA, S.C. 29201
1136 WASHINGTON STREET
TEL: 803-545-3290
ATTN: MR. SCOTT ROGERS
EMAIL: MICHAEL.ROGERS@COLUMBIASC.GOV

PROPERTY LINE CURVE TABLE

CURVE	ARC	CHORD BEARING	RADIUS	DELTA	CHORD	TANGENT
C1	10.36'	S24° 06' 56"E	175.00'	3° 23' 26"	10.35'	5.18'
C2	53.39'	S13° 40' 47"E	175.00'	17° 28' 53"	53.19'	26.91'
C3	26.98'	S00° 31' 19"E	175.00'	8° 50' 03"	26.96'	13.52'
C4	16.85'	N23° 39' 58"W	225.00'	4° 17' 22"	16.84'	8.43'
C5	99.81'	N08° 48' 47"W	225.00'	25° 25' 00"	98.99'	50.74'
C6	26.62'	N00° 27' 45"W	175.00'	8° 42' 55"	26.59'	13.34'
C7	55.51'	N13° 54' 27"W	175.00'	18° 10' 29"	55.28'	27.99'
C8	106.20'	S09° 37' 36"E	225.00'	27° 02' 37"	105.22'	54.11'
C9	25.18'	S18° 04' 43"W	17.50'	82° 27' 14"	23.07'	15.33'
C10	29.79'	S71° 55' 17"E	17.50'	97° 32' 46"	26.32'	19.97'
C11	27.26'	N14° 41' 03"E	17.50'	89° 14' 33"	24.58'	17.27'
C12	27.72'	S75° 18' 57"E	17.50'	90° 45' 27"	24.91'	17.73'
C13	27.72'	N75° 18' 57"W	17.50'	90° 45' 27"	24.91'	17.73'
C14	29.79'	S71° 55' 17"E	17.50'	97° 32' 46"	26.32'	19.97'
C15	25.18'	S18° 04' 43"W	17.50'	82° 27' 14"	23.07'	15.33'
C16	0.47'	N23° 04' 18"W	175.00'	0° 09' 13"	0.47'	0.23'

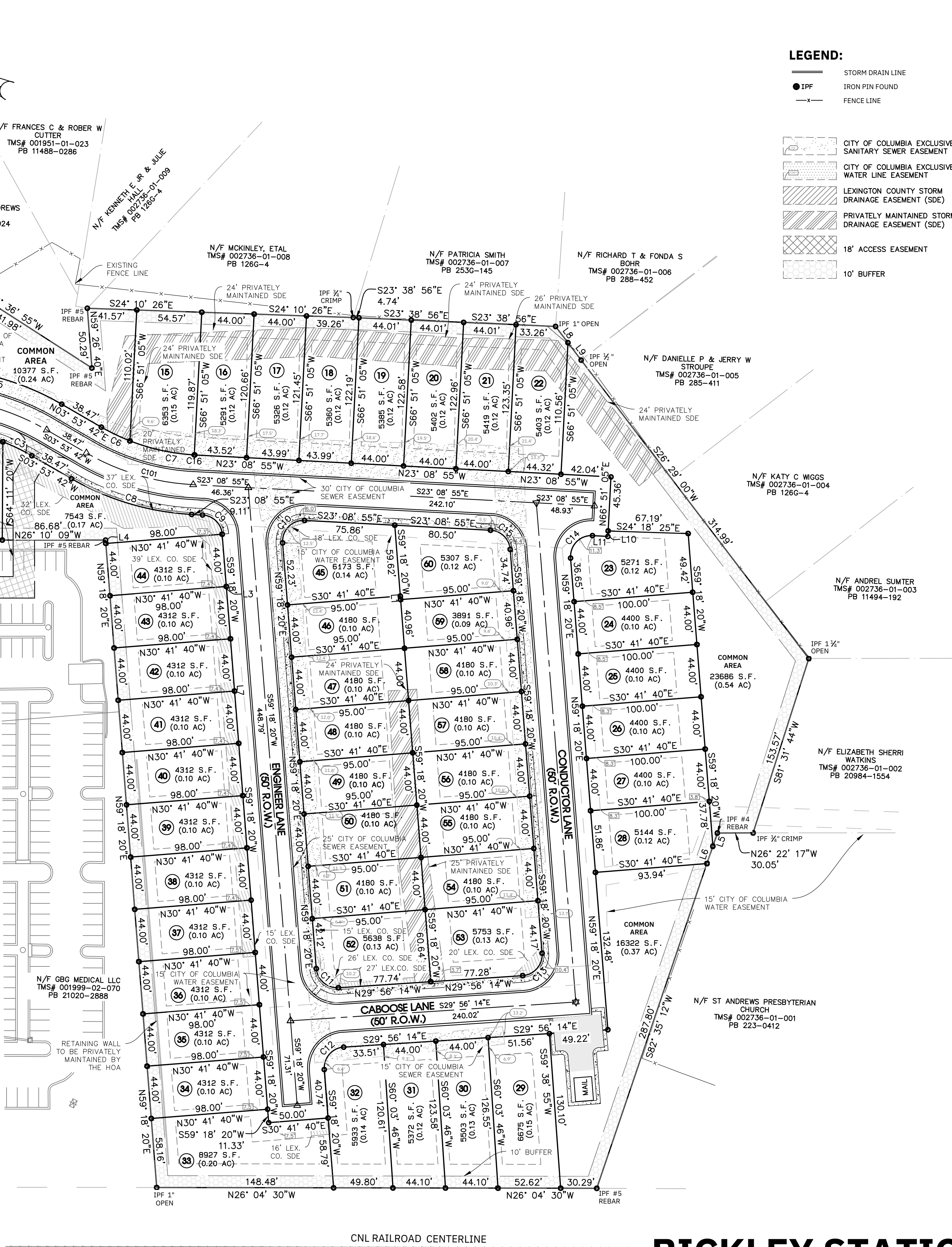
ROAD CENTERLINE CURVE TABLE

CURVE	ARC	CHORD BEARING	RADIUS	DELTA	CHORD	TANGENT
C100	103.69	S10° 57' 29"E	200.00'	029° 42' 22"	102.54'	53.04'
C101	94.40	S09° 37' 36"E	200.00'	027° 02' 37"	93.53'	48.10'

OWNER'S CERTIFICATION - BONDED PLAT

WHEREAS I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AS BICKLEY STATION, I CERTIFY THAT I: ADOPT THIS PLAN OF SUBDIVISION OF MY FREE CONSENT, ESTABLISH THE EASEMENTS AND RIGHTS-OF-WAY AS SHOWN ON THIS PLAT; HAVE PROVIDED A BOND TO THE TOWN OF IRMO WITH SURETY ADEQUATE TO GUARANTEE SATISFACTORY COMPLETION OF THE REMAINING IMPROVEMENTS; ASSUME MAINTENANCE RESPONSIBILITY FOR ALL PUBLIC IMPROVEMENTS UNTIL FINAL PLAT APPROVAL BY THE LEXINGTON COUNTY PLANNING COMMISSION; AND CERTIFY THAT ALL CURRENT STATE AND COUNTY TAXES OR OTHER ASSESSMENTS RELATIVE TO THIS PROPERTY HAVE BEEN PAID.

DATE _____ NAME _____ SIGNATURE OF OWNER _____

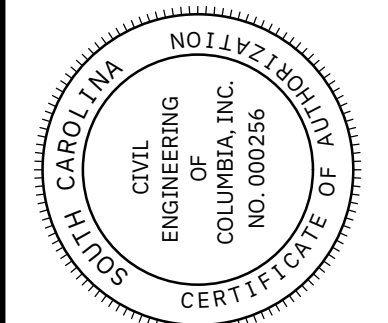


LEGEND:

- STORM DRAIN LINE
- IRON PIN FOUND
- FENCE LINE

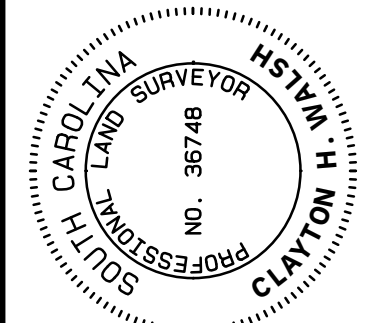
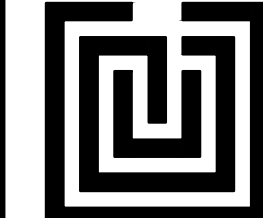
- CITY OF COLUMBIA EXCLUSIVE SANITARY SEWER EASEMENT
- CITY OF COLUMBIA EXCLUSIVE WATER LINE EASEMENT
- LEXINGTON COUNTY STORM DRAINAGE EASEMENT (SDE)
- PRIVATELY MAINTAINED STORM DRAINAGE EASEMENT (SDE)
- 18' ACCESS EASEMENT
- 10' BUFFER

REVISION	DATE	DESCRIPTION
NO.		



THE PRODUCT ON THIS SHEET WAS PREPARED FOR A SPECIFIC CLIENT FOR A SPECIFIC PURPOSE. USE BY ANY OTHER PARTY, WITHOUT WRITTEN PERMISSION, IS STRICTLY PROHIBITED. ANY CERTIFICATIONS, WARRANTIES, OR GUARANTEES SIGNED BY THE ENGINEER ARE INTENDED TO EXPRES THAT STANDARD AND CARE WAS USED IN THE PREPARATION OF THESE DOCUMENTS.

CIVIL ENGINEERING of COLUMBIA



BONDED PLAT

PREPARED FOR
GSH LAND FUND, LLC
CHAPIN, SOUTH CAROLINA

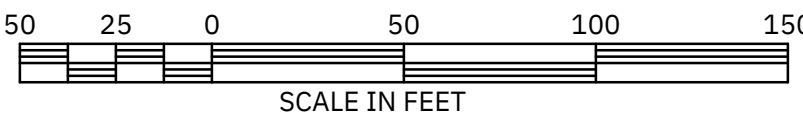
CHECKED BY:
1 OF 1

SCALE 1" = 50'
DATE 10-30-24
DRAWN E. FILSON
DESIGNED N/A
DRAWING NUMBER 1 OF 1

DPO-2022-09-0015

BICKLEY STATION

IN THE TOWN OF IRMO
LEXINGTON COUNTY, SOUTH CAROLINA



S-32-36 SAINT ANDREWS RD R.O.W. VARIES



Staff Report

Approval of the 2025 Town Council Meeting Schedule (Staff)

DATES: December 17, 2024
TO: Town Council
FROM:
SUBJECT:
ACTION
REQUESTED:

Background

Analysis

Staff Findings

Attachments

1. 2025 Town Council Meeting Schedule



IRMO TOWN COUNCIL - 2025 MEETING SCHEDULE

JANUARY	
01/07/2025	WORKSHOP
01/28/2025	REGULAR MEETING *

FEBRUARY	
02/11/2025	WORKSHOP *
02/25/2025	REGULAR MEETING *

MARCH	
03/04/2025	WORKSHOP - Budget
03/18/2025	REGULAR MEETING

APRIL	
04/01/2025	WORKSHOP - Budget
04/15/2025	REGULAR MEETING

MAY	
05/06/2025	WORKSHOP
05/20/2025	REGULAR MEETING

JUNE	
06/03/2025	WORKSHOP
06/17/2025	REGULAR MEETING

JULY	
07/01/2025	WORKSHOP
07/15/2025	REGULAR MEETING

AUGUST	
08/05/2025	No Meeting - National Night Out
08/19/2025	REGULAR MEETING

SEPTEMBER	
09/02/2025	WORKSHOP
09/16/2025	REGULAR MEETING

OCTOBER	
10/07/2025	WORKSHOP
10/21/2025	REGULAR MEETING

NOVEMBER	
11/04/2025	Election Day - NO MEETING
11/18/2025	REGULAR MEETING

DECEMBER	
12/02/2025	Town Tree Lighting - 6pm WORKSHOP - 7pm
12/16/2025	REGULAR MEETING

NOTE: Workshops start at 6 pm, and Regular Meetings start at 6:30 pm unless noted.

Approved by Town Council on xx/xx/xxxx

* A majority of the Irmo Town Council may attend the MASC Hometown Legislative Action Day at the Columbia Metropolitan Convention Center, 1101 Lincoln Street, Columbia, SC 29201, on January 21, 2025

* A majority of the Irmo Town Council may attend the Lexington County Night at the Columbia Metropolitan Convention Center, 1101 Lincoln Street, Columbia, SC 29201, on February 18, 2025

* A majority of the Irmo Town Council may attend the MASC Annual Conference hosted at the Hilton Beachfront Resort and Spa, 1 Hotel Circle, Hilton Head Island, SC 29928 - July 16-20, 2025