



TOWN COUNCIL MEETING

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC 29063

October 21, 2025 @ 6:00 PM

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

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of the Agenda
- V. Reading of the Minutes
 - A. September 16, 2025 Council Meeting
 - B. September 25, 2025 Council Special Meeting
 - C. October 7, 2025 Council Workshop
- VI. Report of Standing
 - A. Administrative Briefing
 - B. New In-town Businesses:
 - Shaluxxe Hair - 107 N. Royal Tower Drive, Unit A
 - Shaliece Felder Photography Studio - 7777 St. Andrews Road
 - Coastal Lice Center - 7588 Woodrow Street
 - Rodgers Creations (Catering) - 7522 Woodrow Street
 - The Polished Pearl (Salons By JC) - 8090 Irmo Drive

VII. Consideration of Communications

- A. A Proclamation for Sammie Mathias
- B. A Proclamation for the Women's Club International Day of Service
- C. A Proclamation for National Friends of Libraries Week
- D. Recognition of Woodrow Marketplace as the October 2025 Small Business of the Month.
- E. A presentation from Vote411 and the League of Women Voters
- F. School Showcase:
The Irmo Mayor's Youth Council, presented by Dr. Kaaren Hampton
- G. Community Connections:
 - National Night Out
 - Irmo Town Limits Concert
 - Pumpkin Decorating Contest
 - Shatter the Myth
 - Blood Drive
 - Irmo Trunk or Treat
 - Halloween Events
 - Pictures with Santa
 - Irmo Theatre Company Performances
 - Read Across America Art Contest
 - SC Songbird Art Contest

VIII. Presentation by Citizens (Agenda Items Only)

IX. Unfinished Business

- A. **SECOND AND FINAL READING OF ORDINANCE 25-10** to update Chapter 10 of the Irmo Code of Ordinance, the Business License Ordinance, in accordance with S.C. Act 176. (Staff) State law requires that the business license ordinance and class schedule be updated each odd-numbered year to go into effect the following year.
- B. **SECOND AND FINAL READING OF ORDINANCE 25-13** to create an Economic Development Grant Program for the recruiting, retention, and annexation of new businesses into the Town Limits of Irmo. (Staff) This ordinance also permits the Code Compliance Inspector to issue municipal summons to businesses that are in violation of the business license ordinance.
- C. **SECOND AND FINAL READING OF ORDINANCE 25-14** to regulate

vegetation, including vines and shrubbery, on residential and commercial properties to protect public safety, property maintenance, and community appearance. (Staff) This ordinance would limit the size and coverage of vines and bushes with respect to adjacent structures, as well as allow the code compliance inspector to issue municipal summons to property owners who fail to abate a nuisance.

X. New Business

- A. Discussion and approval of revisions to the Town Wrecker and Towing Policy (Staff).
- B. Discussion and approval of upgrades to the Irmo Police Department's weapon systems (Staff). This would trade the IPD's current weapons for a total of 30 Glock Model 45's, reticle systems, and holsters for a net price of \$28,584.36.

XI. Presentation by Citizens

XII. Discussion

XIII. Executive Session

Town Council may act on items discussed in the 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 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).



**TOWN OF IRMO
REGULAR COUNCIL MEETING
September 16, 2025**

The Irmo Town Council held a regular meeting on Tuesday, September 16, 2025, in the Municipal Building. In attendance were Mayor Bill Danielson, Mayor Pro-Tem Dr. Barbara Waldman, Councilmember Phyllis Coleman, Councilmember Gabriel Penfield and Councilmember Michael Ward. Others present were Mr. Jim Crosland, Town Administrator; Mr. Doug Polen, Deputy Town Administrator; Police Chief Bobby Dale; Mrs. Danielle McNaughton, Communication/Special Projects Manager; Mr. Whitt Cline, Public Services Director; Ms. Lisa Hancock, Finance Director & Municipal Clerk; and Mr. Will Edwards, Town Attorney.

The agenda was published and posted on Friday, September 12, 2025 to meet FOIA requirements.

PUBLIC HEARING

A. Mayor Danielson called the public hearing to order at 6:00 p.m. and asked if anyone was present to speak on **ORDINANCE 25-11** to annex three properties totaling approximately 18.92 acres into the Town of Irmo, including 3532 Dreher Shoals Road, TMS R03303-03-03, R03303-03-04, and R03302-01-011 and to rezone said properties from HM, Homestead (Richland Co.) and RT, Residential Transition (Richland Co.) to GC, General Commercial (Town of Irmo).

Mayor Danielson stated there were three people signed up to speak:

1. Adam Raynor, 1030 Old Town Road, Irmo. Mr. Raynor stated he was concerned about the safety strains on public service. And he hopes Council has an immediate plan for those services.
2. Diana Harder, 2 Angela Dawn Court, Irmo address but located in Ballentine. Ms. Harder stated she has lived there for forty years. She stated she is against the annexation because she overheard the Town would like to take over Ballentine.
3. Henry Martin, 124 Winding Road, Irmo but not Town resident. Mr. Martin thanked Mr. Polen for sending information on a regular basis. He stated he sent an email in August to inform the Town that the sign was down and needs to be larger. He also stated he feels that Council cares more about Town residents than the Ballentine residents. He voiced his concerns that he comes to the meeting to give input but doesn't get listened to. He stated the property is in a tight area and won't have great access.

Mayor Danielson asked if anyone else would like to speak:

4. Joshua Taylor, 200 Charing Cross Road, Irmo. Mr. Taylor stated the Town is already overdeveloped and has enough traffic. He stated more traffic will cause more accidents and stated we don't need anymore development in the Town of Irmo.

Mayor Danielson asked if anyone else would like to speak. No one else spoke, Mayor Danielson closed the public hearing at 6:08 p.m.

REGULAR MEETING

CALL TO ORDER

Mayor Danielson called the regular meeting to order at 6:09 p.m.

PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Danielson asked Councilmember Mike Ward to lead the Pledge of Allegiance and give the Invocation.

SPECIAL PRESENTATION

A. In honor of the Irmo Little League's Major Baseball team that took third place at the U.S. World Series. Mayor Danielson stated how proud Irmo was and presented each team member and coach with a glass award.

APPROVAL OF THE AGENDA

Dr. Waldman made a motion to approve the agenda, and Mr. Ward seconded it. The vote for approval was unanimous.

APPROVAL OF THE MINUTES:

Mr. Ward made a motion to approve the August 19, 2025 Council regular meeting minutes and Dr. Waldman seconded it. The vote for approval was unanimous.

Dr. Waldman made a motion to approve the September 2, 2025 Council workshop meeting minutes and Mr. Ward seconded it. The vote for approval was unanimous.

REPORT OF STANDING:

- A. Administrative Briefing – Mr. Jim Crosland, Town Administrator had the following updates:
1. Fire hydrant was replaced at 725 North Royal Tower
 2. Mayor Pro-Tem, Dr. Waldman kicked off the loan a mower program. Any Irmo citizen can check out lawn equipment for 24 hours free of charge.
 3. Tyler Sanitation is going to be changing their route schedule. Tyler will send mailers to the public September 23 and 24 to inform residents. And the new schedule will be effective September 29. Primary

trash pickup will be Monday, Tuesday and Wednesday. Yard debris pickup will be on Monday and Tuesday. And recycle pickup will be on Thursday and Friday alternating weeks. And this will be posted on the Town's website as well.

B. New In-town Businesses presented by Councilmember Coleman

- The Classy Cruet Olive Oils & Vinegars – 1085 Lake Murray Blvd., Ste. F
- Sumo Sushi & Hibachi – 1100 Dutch Fork Road, Ste. H
- Three Little Birds Hair Salon – 8090 Irmo Drive

CONSIDERATION OF COMMUNICATIONS:

A. Recognition of Tavern on 6 as the September 2025 Small Business of the Month

B. School Showcase: Crossroads Intermediate School, presented by Dr. Erin Doty, Principal

C. Community Connections presented by Dr. Waldman

- Grief Workshop
- Okra Strut
- Swampfest Student Art Contest
- ICRC Halloween Events
- Team Hope, Run, Ride
- Hush No More - Walk, Run, Roll Against Domestic Violence
- Create & Learn
- Irmo Town Limits - Motown Night
- Loan a Mower Program
- Heads Up, Phones Down

PRESENTATIONS BY CITIZENS (Agenda Items Only): None

UNFINISHED BUSINESS:

A. SECOND AND FINAL READING OF ORDINANCE 25-11 to annex three properties totaling approximately 18.92 acres into the Town of Irmo, including 3532 Dreher Shoals Road, TMS R03303-03-03, R03303-03-04, and R03302-01-11 and to rezone said properties from HM, Homestead (Richland Co.) and RT, Residential Transition (Richland Co.) to CG, General Commercial (Town of Irmo). This would annex the vacant property southeast of the Walgreens at the corner of Dreher Shoals Road and Dutch Fork Road into the Town limits.

Dr. Waldman made a motion to approve, and Mr. Penfield seconded it.

Dr. Waldman stated this fits with the Town's Comprehensive Land Plan as well as the zoning.

Mr. Penfield stated he is happy to support this because it is in the Comprehensive plan and they are coming to us to be annexed in.

Ms. Coleman stated after hearing about the history of the property and the struggle the property owner has tried to sell the land has given her more insight. And she stated the Comprehensive Plan is a plan and we need to keep that into consideration when making decisions.

Mr. Ward stated that as the newest member of Council that he has learned a lot about annexation and zoning. And the Town's Comprehensive Plan is a vision and until the plan is deemed flawed or ideas significantly change is when the plan will need to be re-evaluated and changed. He also stated the plan did take into consideration respondents and of those respondents, 37% were Town residents; 25% were Richland County residents; and 38% were Lexington County residents. The plan lays out clear boundaries so there won't be a disfigured form.

The Mayor stated the vision is for Irmo to grow. And contrary to comments, Irmo's goal is not to take over Ballentine.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

B. SECOND AND FINAL READING OF ORDINANCE 25-12 to amend Chapter 22 of the Irmo Municipal Ordinance, Offenses and Miscellaneous Provisions, to add Section 22-72, Hate Intimidation. (Coleman) This will make hate intimidation illegal in the Town of Irmo.

Ms. Coleman made a motion to approve, and Mr. Ward seconded it.

The Mayor stated only sixteen counties in the State have adopted such ordinances.

Ms. Coleman stated that Irmo will not remotely tolerate this behavior. And wants Irmo to be a great place to live.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

NEW BUSINESS:

A. FIRST READING OF ORDINANCE 25-13 to create an Economic Development Grant Program for the recruiting, retention, and annexation of new businesses into the Town Limits of Irmo. (Staff) This ordinance also permits the Code Compliance Inspector to issue municipal summons to businesses that are in violation of the business license ordinance.

Dr. Waldman made a motion to approve, and Mr. Penfield seconded it.

Mr. Crosland stated small businesses are an intricate part of the Town. And this grant would assist small businesses by relieving the business license fees for three years. The business will need to apply for the grant annually and meet the qualifications in the Ordinance. This will give businesses an incentive to come into Town.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "No", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved the motion with four in favor and one opposing.

B. FIRST READING OF ORDINANCE 25-14 to regulate vegetation, including vines and shrubbery, on residential and commercial properties to protect public safety, property maintenance, and community appearance. (Staff) This ordinance would limit the size and coverage of vines and bushes with respect to adjacent structures, as well as allow the code compliance inspector to issue municipal summons to property owners who fail to abate a nuisance.

Dr. Waldman made a motion to approve, and Mr. Penfield seconded it.

Dr. Waldman stated this Ordinance will prevent properties from being dilapidated in vegetation overgrowth. There are properties where vegetation is over doors and windows, and this becomes a public safety problem; when police and fire cannot enter a home. This isn't a way to control residential landscaping; it is for public safety issues.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

C. APPROVAL OF RESOLUTION 25-09 to approve expenditures of revenues generated from the accommodations tax. (Staff)

Dr. Waldman made a motion to approve, and Mr. Penfield seconded it.

Mr. Crosland stated that staff recommends Council to approve the Accommodations Tax Committee's recommendation.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

D. Approval of a contract with MPA Strategies for public relations, media relations, Public Information Officer services, and general communications consulting services. (Staff)

Mr. Ward made a motion to approve, and Dr. Waldman seconded it.

Mr. Crosland stated staff recommends the annual contract with MPA Strategies to assist Danielle with the public relations.

Mr. Ward wanted clarification as to whether the fee is a flat fee based on whether there is one thing to do this month or fifty things. Mr. Crosland stated it is a flat monthly fee.

Mr. Ward stated if they are presented to renew the contract next year that he would like to have a list of deliverables. Mr. Crosland said MPA Strategies will do a presentation to Council next year.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

E. Approval of a contract with Watershed Consulting Group to develop and execute an annexation plan in accordance with the Town's Comprehensive and Strategic Plans. (Staff)

Mr. Crosland stated he would like to postpone this until a definite time.

Mr. Penfield made a motion to approve postponing until a definite time, and Dr. Waldman seconded the motion. The Council approved unanimously.

Mr. Ward made a motion to amend the previous motion to state the definite time as the October Council meeting. Mr. Penfield seconded the motion.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Ward voted "Yes", Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

PRESENTATION BY CITIZENS:

1. Dawn Haltiwanger – 23 Muskrat Run, Irmo. Ms. Haltiwanger stated she is concerned about the natural buffers to her land and Water Walk as there is a severe slope that already has storm water run-off that already floods her front yard. She is asking for a 50ft border and a six- to eight-foot-high fence.

2. Nicole Sanchez – 1236 Old Brickyard Road, Irmo. Ms. Sanchez is a member of the League of Women Voters and wanted to inform voters to go to vote411.org to view candidates for the election in November.

3. Adam Raynor – 1030 Old Town Road, Irmo. Mr. Raynor voiced his concerns of overpopulation.

4. Joshua Taylor, 200 Charing Cross Road, Irmo. Mr. Taylor voiced his concerns of overdevelopment and the traffic.

DISCUSSION: None

EXECUTIVE SESSION: None

ADJOURNMENT: There being no further business, Dr. Waldman made a motion to adjourn, and Mr. Penfield seconded it. The motion was approved unanimously; therefore, the meeting was adjourned at 7:18 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



**TOWN OF IRMO
SPECIAL MEETING
September 25, 2025**

The Irmo Town Council held a Special Meeting on Thursday, September 25, 2025, in the Municipal Building. In attendance were Mayor Bill Danielson, Mayor Pro-tem Dr. Barb Waldman, Councilwoman Phyllis Coleman, Councilman Gabriel Penfield and Councilman Mike Ward. Others present were Mr. Jim Crosland, Town Administrator; and Lisa Hancock, Finance Director / Municipal Clerk.

The agenda was published and posted on September 19, 2025, to meet FOIA requirements.

Mayor Danielson called the special meeting to order at 5:00 p.m.

APPROVAL OF THE AGENDA:

Councilmember Mike Ward made a motion to approve the agenda and Mayor Pro-Tem, Barbara Waldman seconded it. The vote for approval was unanimous.

NEW BUSINESS:

A. APPROVAL OF RESOLUTION 25-10 to apply for a Municipal Association of South Carolina Bid Idea Grant. This is a \$100,000 grant with a minimum \$5,000 match for improvements to Moore Park playgrounds.

Town Administrator, Jim Crosland stated this idea is visionary and will consist of large shade screen, misters, lights and sound sensory added to the playground.

The Mayor stated this is a follow-up from last Council meeting. And the grant is competitive, and the Town had to get creative. He said he worked on creating the idea alongside Whitt Cline, Jim Crosland, and Daniel McNaughton; and it will be worth the \$5,000 the Town contributes.

DISCUSSION: None

EXECUTIVE SESSION: None

ADJOURNMENT:

There being no further business, Dr. Waldman made a motion to adjourn, and Ms. Coleman seconded it. The motion was approved unanimously; therefore, the meeting adjourned at 5:05 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



**TOWN OF IRMO
COUNCIL WORKSHOP & SPECIAL MEETING
October 7, 2025**

The Irmo Town Council held a Workshop on Tuesday, October 7, 2025, in the Municipal Building. In attendance were Mayor Bill Danielson, Mayor Pro-Tem Dr. Barb Waldman, Councilwoman Phyllis Coleman, Councilman Gabriel Penfield, and Councilman Mike Ward. Others present were Mr. Jim Crosland, Town Administrator; Mr. Doug Polen, Deputy Town Administrator; Robert Dale, Police Chief; Whitt Cline, Public Service Director, and Will Edwards, Town Attorney.

The agenda was published and posted on October 3, 2025, to meet FOIA requirements.

Mayor Danielson called the workshop to order at 6:00 p.m.

DISCUSSION ITEMS:

A. Presentation from Judge Rebecca Adams concerning the Irmo Court (Staff).

Judge Adams is a magistrate for Lexington County and also for the Town. She praises the Court staff, Olivia Chambers and Tatum Bakley; and also, the Police Department for doing an excellent job. She stated the Town only handle criminal cases and once a week has a jury trial. On Mondays all jurors come to Court and the juries are selected for the week. This makes it convenient for the citizens. Once a quarter pre-trial hearings are held usually before Court on Wednesday evening. The judge provided Council statistics showing 1,240 charges were filed during the 2025 fiscal year. Of those cases, 1,300 were adjudicated. And monies collected in fines totaled \$248,282.00. Judge Adams said court fines can be difficult to collect. The court can send a NRVC to suspend the driver's license. Or can submit to Debt Setoff or provide a payment plan.

Mr. Penfield asked if the defendant could get community services instead of paying the fine. The Judge stated typically the fine is \$76.88 and 2 points so it's easier for them to pay. But there are traffic programs for them to attend. Or conditional discharge – supervised by court for six months and it involves community service.

Mr. Penfield asked whether they know how many are in Town residents versus out of Town. Olivia stated by addresses most are residents.

The Mayor asked what the worse crime was committed in Irmo. The Judge stated most criminal cases are assault and battery or domestic violence but there has been sexual assault and murder preliminary hearings based on probable cause.

B. Discussion of revisions to the Town Wrecker and Towing Policy (Staff).

Mr. Crosland stated if the Town seizes a vehicle due to a crime, the Town is charged by the towing company to hold the vehicle and we do not recoup the money. Outside agencies can take up to two

to three weeks to process the vehicle. The towing companies are profiting from the Town. If the wrecker company is on rotation with the Town, we should not be charged tow fees for Town vehicles as they are already making money. The Ordinance will change how we are charged and will be presented at the next council meeting.

C. Discussion of upgrades to the Irmo Police Department's weapon systems(Staff). This would trade the IPD's current weapons for a total of 30 Glock Model 45's, reticle systems and holsters for a net price of \$28,584.36.

Mr. Crosland stated the police department's weapons are old and agencies around us are using the 9 mms. It is also difficult to get ammunition for our current weapons. The Town will trade our old weapons and replace them with new red dot site accuracy for only \$28,584

Mr. Penfield asked if they routinely go to the range. Chief Dale answered that it is required that officers go twice a year, but most go more often than that.

The Mayor stated this is a necessity because the new weapons will be replacing nine years old guns.

D. Discussion concerning Ordinance 25-14 Vines & Bushes (Waldman).

Mr. Crosland stated that staff would like to amend the ordinance to change dead trees as a nuisance and danger. The Town's on-staff arborist will determine if the tree is dead.

Mr. Polen states the ordinance will allow the code inspector to write a ticket if homeowners do not comply.

Ms. Coleman asked if once the tree is cut down whether the homeowner will need to remove the tree. Mr. Crosland stated it should be fine to leave in the yard. Town Attorney, Will Edwards said it shouldn't have to be removed unless it was an HOA violation. Mr. Polen said we should state in the ordinance that if it's in the front yard then it should be removed.

E. Discussion on streaming or recording & publishing Council Workshops (Ward).

Mr. Ward stated the recording of workshop would be beneficial to the public. Since he was recently on the audience side and not knowing what was said during workshop meetings. Also, the recordings would add more transparency for residents. He would like to expand recordings to commission meetings as well.

Mr. Penfield asked why all meetings aren't live-streamed. Mr. Crosland stated it would require staff. Mr. Polen stated we could audio record, but the streaming is complicated and erratic.

Mr. Crosland stated we could send out cliff notes with bullet points after each meeting on the website.

The Mayor stated we need to think about staff and the limitations.

Mr. Polen stated he was able to convert the last two workshop audio recordings and place on the Town's website.

Ms. Coleman stated that it is good enough and anything else is not needed since we are putting it on the website.

F. Discussion of a potential new recognition program, the Irmo Heart Award (Ward).

Mr. Ward stated he would like to have a new recognition program to honor community members who devote their time and dedication to the Town of Irmo. This award honors individuals, volunteers, organizations, and businesses that exemplify the values of kindness, commitment, and connection that define the Town of Irmo. He suggests a bi-annual recognition.

Ms. Coleman agrees to recognizing community members.

The Mayor stated he likes the idea of bi-annual recognition.

OPEN DISCUSSION:

1. Ms. Coleman stated she has received a couple of calls from senior citizens that their rent has gone up. And wanted to know if Council could consider senior affordable housing.

The Mayor stated a few years ago, he took this issue to HUD and it is all legal for them to increase the rent. The Mayor said it was the most frustrating thing to not be able to make a difference.

Ms. Coleman stated she would like to work with home developers to see if they could build a percentage of their development as affordable housing for seniors.

Mr. Polen said we could easily make this a bonus clause for new home developers. Mr. Polen said Council would need to decide if that's something they would like to do.

ADJOURNMENT:

There being no further items to discuss, Mr. Ward made a motion to adjourn, seconded by Ms. Coleman. The motion was approved unanimously, and the workshop was adjourned at 7:10 p.m.

SPECIAL MEETING:

Mayor Danielson called the special meeting to order at 7:11 p.m.

NEW BUSINESS:

A. Approval of the Letter of Conditions for the USDA Rural Development Grant. This will allow the continuation of the process for the \$1.98 million in federal directed spending to construct the new Irmo Town Hall.

Mayor stated we do not have the letter so we will defer this item to a later date.

EXECUTIVE SESSION

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

A. Personnel Matter §30-4-70(a)(1) – Receipt of legal advice on personnel matters

Mr. Penfield made a motion to go into executive session and Dr. Waldman seconded the motion. The motion was approved unanimously.

Mayor Danielson called the meeting back to order at 8:10 p.m. and stated no votes or actions were taken.

ADJOURNMENT: There being no further items to discuss, Mr. Ward made a motion to adjourn, seconded by Dr. Waldman The motion was approved unanimously, and the workshop was adjourned at 8:10 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

PROCLAMATION

**A PROCLAMATION HONORING THE
LIFE AND LEGACY OF SAMMIE MATHIAS**

WHEREAS, the Town of Irmo gathers in gratitude to remember and celebrate the life of **Sammie Mathias**, a man whose name became synonymous with hospitality, kindness, and community spirit; and

WHEREAS, Sammie was the heart and soul behind Mathias Sandwich Shop, a place where neighbors came not just for a good meal, but for the warm welcome that Sammie gave to everyone who walked through the door; and

WHEREAS, Sammie treated every customer like family, knowing people by name, remembering their favorites, and always taking the time to share a laugh, a story, or a word of encouragement; and

WHEREAS, Mathias Sandwich Shop grew into more than a restaurant — it became a gathering place, a cornerstone of Irmo where generations of residents found comfort, connection, and community; and

WHEREAS, Sammie’s life reminds us that true success is measured not in wealth or fame, but in the love and respect of one’s neighbors, and the countless lives brightened by simple acts of generosity and care; and

WHEREAS, his legacy will endure in the countless lives he touched, the community he strengthened, and the tradition of fellowship that continues through Mathias Sandwich Shop; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Irmo does hereby honor and celebrate the life of **Sammie Mathias**, whose legacy of kindness and community spirit will live on in the stories we tell, the meals we share, and the friendships we cherish.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Irmo to be affixed this 21st day of October, 2025.

William O. Danielson, *Mayor*

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

PROCLAMATION

**A PROCLAMATION DESIGNATING SATURDAY, SEPTEMBER 27, 2025,
AS "GFWC ST. ANDREWS WOMAN'S CLUB INTERNATIONAL DAY OF SERVICE
TO END DOMESTIC & SEXUAL VIOLENCE"
IN THE STATE OF SOUTH CAROLINA**

WHEREAS, the General Federation of Women's Clubs (GFWC) is a 135 year-old international federation of women's clubs with more than 63,000 members and is dedicated to community improvement by enhancing the lives of others through volunteer service; and

WHEREAS, domestic and sexual violence includes but is not limited to verbal, physical, emotional, mental, and sexual abuse; and

WHEREAS, GFWC focus areas are diverse and include campus sexual assault, child abuse, elder abuse, human trafficking, intimate partner violence, military sexual assault, teen dating violence, and violence against Native American women; and

WHEREAS, the GFWC International Day of Service, September 27, 2025, is a day in which all of GFWC comes together in service to combat domestic and sexual violence; and

WHEREAS, the GFWC ST. ANDREWS WOMAN'S CLUB is an active Club member of the General Federation of Women's Clubs and is located at Irmo, South Carolina; and

WHEREAS, GFWC ST. ANDREWS WOMAN'S CLUB will provide Freedom Bags for women who have been sexually trafficked and wish to get off the streets on September 27, 2025, GFWC's International Day of Service; and

WHEREAS, GFWC ST. ANDREWS WOMAN'S CLUB has partnered with domestic & sexual violence organizations throughout the Irmo area to produce and provide Freedom Bags for women who have been sexually trafficked and wish to get off the streets; these Freedom Bag being backpacks providing essentials such as clothing and toiletries.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Irmo does hereby designate Saturday, September 27, 2025, as "GFWC St. Andrews Woman's Club International Day of Service to End Domestic and Sexual Violence in the Irmo, South Carolina Area."

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Irmo to be affixed this 21st day of October, 2025.

William O. Danielson, *Mayor*

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

PROCLAMATION

**A PROCLAMATION DESIGNATING OCTOBER 19 - 25, 2025 AS
FRIENDS OF LIBRARIES WEEK IN THE TOWN OF IRMO**

WHEREAS, The Friends of the Irmo Branch Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year; and

WHEREAS,, the work of the Friends highlights, on an on-going basis, the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to present; and

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Irmo does hereby designate the week of October 19-25, 2025 as Friends of Libraries week in the Town of Irmo, South Carolina and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Irmo to be affixed this 21st day of October, 2025.

William O. Danielson, *Mayor*

Staff Report

Amendment to the Municipal Ordinance

DATES: Town Council First Reading: June 17, 2025
Town Council Second Reading: October 21, 2025

TO: Irmo Town Council

FROM: Douglas Polen, Deputy Town Administrator

SUBJECT: Municipal Ordinance Amendment

ACTION REQUESTED: Consideration of an ordinance to amend the Chapter 10, Businesses, of the Municipal Ordinance

Background

The Irmo Town Council passed the S.C. state model business ordinance in August, 2021.

Per the Municipal Association of South Carolina, South Carolina's Act 176, the Business License Standardization Act, requires every municipality and county government with a business license tax to update its business licensing class schedule every odd-numbered year to go into effect the following year. As such, 2025 is a time to update your licensing practices to remain in compliance with state law.

As required by Act 176, the class schedule updates use the latest statistical data on business profitability from the IRS, which then receives approval from the SC Revenue and Fiscal Affairs Office.

Local governments must adopt these by December 31, 2025, to address those licensing renewals that will take place for the license year running from May 1, 2026 – April 30, 2027. Once completed, this process will not reoccur again until 2027.

Here are the steps a municipality needs to take to stay compliant with the law:

1. Make the text of the ordinance amendment applicable to your city or county by filling in the blanks with your city or county name.
2. Have the council pass the ordinance using two readings, which must be conducted at least six days apart.
3. The Town now has an updated business license ordinance, which will be compliant with Act 176 in 2024.

Once the new ordinance is in place, business licensing staff must be trained on the changes created by the updates, and business licensing software must be updated to account for the new class schedule.

The first reading for this ordinance was in June with an anticipated second reading in July. Due to the other amendments to the business license ordinance concerning economic development, the second reading has been delayed to October.

Text Amendment

See Attachment

Staff Findings

Staff recommends **APPROVAL** of the ordinance changes.

Douglas Polen

From: Caitlin Cothran <ccoathan@masc.sc>
Sent: Tuesday, February 11, 2025 3:43 PM
To: Douglas Polen
Subject: Business License Class Schedule Update Required

[View in browser to see the message with images.](#)



Voices. Knowledge. Solutions.

South Carolina's Act 176, the Business License Standardization Act, requires every municipality and county government with a business license tax to update its business licensing class schedule every odd-numbered year to go into effect the following year. As such, 2025 is a time to update your licensing practices to remain in compliance with the state law.

You can find the necessary business license ordinance amendment and the new class schedule that you will need for this process [here](#). As required by Act 176, the class schedule updates use the latest statistical data on business profitability from the IRS, which then receives approval from the SC Revenue and Fiscal Affairs Office.

Your local government must adopt these by **December 31, 2025**, to address those licensing renewals that will take place for the license year running from **May 1, 2026 – April 30, 2027**.

Before January 1, 2026, you should not use this updated class schedule, and should instead continue using the current class schedule.

Once completed, you won't have to handle this process again until 2027.

Here are the steps your municipality needs to take to stay compliant with the law:?

1. Make the text of the ordinance amendment applicable to your city or county by filling in the blanks with your city or county name.
2. Have your council pass the ordinance using two readings, which must be conducted at least six days apart.

3. Congratulations! You have an updated business license ordinance, which will be compliant with Act 176.

Once the new ordinance is in place, please be sure to train your business licensing staff on the changes created by the updates, and update your business licensing software to account for the new class schedule.

Thank you.

Caitlin Cothran

Manager for Local Revenue Services
Municipal Association of South Carolina



Download the Municipal Association of SC app:



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Columbia, SC 29211
Phone: 803.799.9574
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Take Steps Now to Stay Compliant With Business Licensing Law

When the General Assembly passed the [Business License Tax Standardization Act](#), or Act 176, in 2020, it put into motion an ongoing effort to standardize business licensing practices among municipalities and counties that administer a local business license. While the new law went into effect at the beginning of 2022, that did not mark the end of standardization work for cities and towns across the state — in fact, remaining compliant with the law means that municipalities will need to update their practices regularly going forward.

Legislators intended for Act 176 to streamline the business licensing process, making it uniform and consistent for businesses operating in multiple jurisdictions across South Carolina. The requirements of the

law therefore aim to ensure the licensing process will work the same for the business, no matter the jurisdiction involved.

Two of those requirements are for cities to use the most current North American Industry Classification System codes, also known as NAICS codes, and for cities to update their class schedules every odd year to comply with the most recent statistical profitability data from the Internal Revenue Service.

[NAICS codes](#)

The U.S. Office of Management and Budget updates NAICS codes every five years and released the most recent NAICS codes in 2022. Cities and towns need to ensure they assign the current NAICS codes to businesses beginning with the May 1, 2023, to April 30, 2024, business license year.

Updating the class schedule

Act 176 also requires jurisdictions with business licenses to use a standard class schedule for categorizing businesses accurately, which helps ensure that businesses are placed in the appropriate class. A standardized class schedule promotes clarity by providing businesses with an understanding of their licensing requirements based on their specific business activity. The standard schedule also ensures that licensing rates are equitable, regardless of the size or nature of the business.

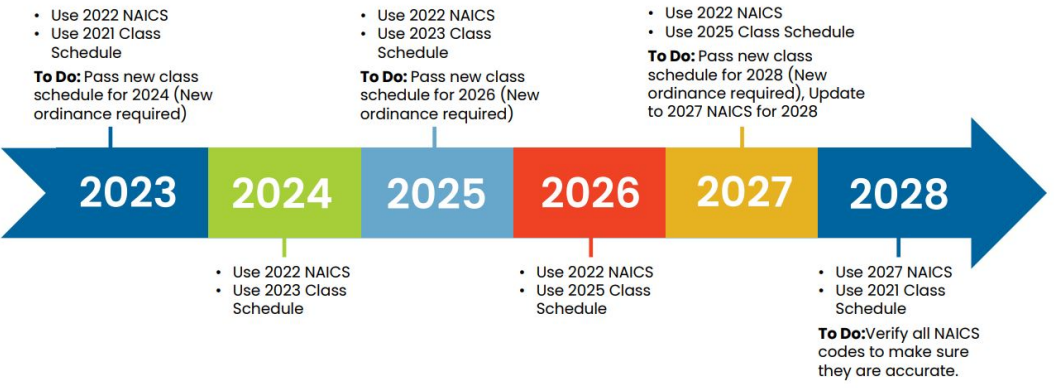
To make updating the class schedule as simple a process as possible, the Municipal Association of SC developed a model business license ordinance that includes the updated standard class schedule. The Association distributed the 2023 class schedule in June.

The ordinance to adopt the new class schedule and the schedule can be [found online](#).

Municipalities must adopt this class schedule by ordinance by December 31, 2023. This class schedule will be used for the business licensing year running from May 1, 2024, to April 30, 2025, as well as the license year running from May 1, 2025, to April 30, 2026. Once completed, cities and towns will not need to complete this process again until December 2025.

NAICS Codes and Class Schedule Timeline

Act 176, the Business License Standardization Act, establishes a standard class schedule, where businesses are placed into classes using the latest edition of North American Industry Classification System code based on profitability. The **class schedule must be updated every two years and approved by ordinance**. The Municipal Association of SC will provide a sample ordinance for every update. The **NAICS code is reviewed and revised every five years** to keep the classification system current with changes to economic activities. The update to the NAICS code does not require an ordinance or approval by council.



November 2023



Uptown November 2023

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STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 25-10

**AN ORDINANCE AMENDING THE BUSINESS LICENSE ORDINANCE OF THE
TOWN OF IRMO TO UPDATE THE CLASS SCHEDULE AS REQUIRED BY ACT 176
OF 2020.**

WHEREAS, the Town of Irmo (the “Municipality”) 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;

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 “Standardization Act”), the South Carolina General Assembly imposed additional requirements and conditions on the administration of business license taxes;

WHEREAS, the Standardization Act requires that by December thirty-first of every odd year, each municipality levying a business license tax must adopt, by ordinance, the latest Standardized Business License Class Schedule as recommended by the Municipal Association of South Carolina (the “Association”) and adopted by the Director of the Revenue and Fiscal Affairs Office;

WHEREAS, following the enactment of the Standardization Act, the Municipality enacted Ordinance No. 21-07 on August 17, 2021 in order to comply with the requirements of the Standardization Act (the “Current Business License Ordinance”);

WHEREAS, the Town Council of the Municipality (the “Council”) now wishes to amend the Current Business License Ordinance to adopt the latest Standardized Business License Class Schedule, as required by the Standardization Act;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Irmo, as follows:

SECTION 1. Amendments to Appendix B. Appendix B to the Current Business License Ordinance, the “Business License Class Schedule,” is hereby amended as follows:

- (a) Classes 1 through 8 in Appendix B to the Current Business License Ordinance, the “Business License Class Schedule,” are hereby amended and restated as set forth on the attached Exhibit A.
- (b) Class 9 in Appendix B to the Current Business License Ordinance, the “Business License Class Schedule,” shall remain in full force and effect as set forth in the Current Business License Ordinance.

SECTION 2. Repealer, Effective Date. All ordinances in conflict with this ordinance are hereby repealed. This ordinance shall be effective with respect to the business license year beginning on May 1, 2026.

ENACTED IN REGULAR MEETING this 21st day of October, 2025

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: June 17, 2025

2nd Reading: October 21, 2025

**Exhibit A: Amendment to Classes 1 – 8 in Appendix B of the
Current Business License Ordinance**

**APPENDIX B
Classes 1 – 8: Business License Class Schedule by NAICS Codes**

NAICS Sector/Subsector	Industry Sector	Class
11	Agriculture, forestry, hunting and fishing	1
21	Mining	3
22	Utilities	1
31 - 33	Manufacturing	3
42	Wholesale trade	1
44 - 45	Retail trade	1
48 - 49	Transportation and warehousing	2
51	Information	4
52	Finance and insurance	7
53	Real estate and rental and leasing	6
54	Professional, scientific, and technical services	4
55	Management of companies	7
56	Administrative and support and waste management and remediation services	3
61	Educational services	3
62	Health care and social assistance	3
71	Arts, entertainment, and recreation	3
721	Accommodation	1
722	Food services and drinking places	2
81	Other services	3
Class 8	Subclasses	
23	Construction	8.1
482	Rail Transportation	8.2
517111	Wired Telecommunications Carriers	8.3
517112	Wireless Telecommunications Carriers (except Satellite)	8.3
517122	Agents for Wireless Telecommunications Services	8.3
5241	Insurance Carriers	8.4
5242	Insurance Brokers for non-admitted Insurance Carriers	8.4
713120	Amusement Parks and Arcades	8.51
713290	Nonpayout Amusement Machines	8.52
713990	All Other Amusement and Recreational Industries (pool tables)	8.6

2025 Class Schedule is based on a three-year average (2019 - 2021) of IRS statistical data.



Staff Report

SECOND AND FINAL READING OF ORDINANCE 25-13 to create an Economic Development Grant Program for the recruiting, retention, and annexation of new businesses into the Town Limits of Irmo. (Staff) This ordinance also permits the Code Compliance Inspector to issue municipal summons to businesses that are in violation of the business license ordinance.

DATES: October 21, 2025
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT:
ACTION Consideration of Ordinance 25-13 to create an Economic
REQUESTED: Development Grant Program

Background

Staff has been tasked with the creation of a method to better recruit, retain, and annex new businesses into the Town of Irmo.

The attached ordinance contains the edits discussed at the September 2 Workshop.

Analysis

Staff Findings

Staff recommends **APPROVAL** of the ordinance.

Attachments

1. Ord 25-13 Econ Dev Incentive Grant (Revised)

ORDINANCE 25 – 13

**STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)**

ORDINANCE 25 – 13

**AN ORDINANCE TO AMEND THE IRMO MUNICIPAL ORDINANCE
CHAPTER 10 – BUSINESSES**

WHEREAS, the Town of Irmo desires to strengthen its Code of Municipal Ordinance, amending said Code to address noted errors, omissions, vague language, and add appropriate standards; 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 21st day of October, 2025, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

PASSED AND ADOPTED this 21st day of October, 2025.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: September 16, 2025

2nd Reading: October 21, 2025

Chapter 10 – BUSINESSES

Article II. – LICENSES

Remove Section 10-49 in its entirety and replace with the following:

Sec. 10-49. - Violations.

Any person violating any provision of this article shall be deemed guilty of an offense and shall be subject to a fine of up to \$500.00 or imprisonment for not more than 30 days or both, upon conviction. Each day of violation shall be considered a separate offense. Punishment for violation shall not relieve the offender of liability for delinquent taxes, penalties, and costs provided for in this article. The Town Administrator or his or her designee (the “code inspector”) has the authority to issue a municipal summons in response to the violation of any provision of this article.

Add new Sections 10-52 and 10-53

Sec. 10-52. – Economic Development Incentive Grant

- (a) In an effort to grow the geographical area of the Town of Irmo, as well as the business community therein both generally and in specific, targeted areas, the Town hereby establishes an economic development incentive grant for new business. The new businesses eligible for this grant are as follows:
 - a. Any business annexed into the Town limits of Irmo.
 - b. Any business which is constructed within five years of annexation on land annexed into the Town limits of Irmo following the adoption of this ordinance.
 - c. Any new, small business established within the Town limits of Irmo. Small businesses are described as having ten or fewer employees nationwide. Franchised businesses may be eligible for this grant. Designation as a new, small business for the purpose of this ordinance is at the discretion of the Town Administrator or his or her designee.
 - d. Any business established within an economic development target region, as designated by Town Council. The target regions are as follows:
 - i. Saint Andrews Road north of Thames Valley Road
 - ii. Woodrow Street north of Lake Murray Boulevard
- (b) The eligible grant amount is as follows:
 - i. 100% of the annual business license fee for years one through three.
 - ii. 50% of the annual business license fee for years four and five.
- (c) Eligibility requirements for the economic development incentive grant are as follows:
 - a. The business must pay its required business license by April 30 of each year.
 - b. The business must apply for the economic development incentive grant each year by its due date.
 - c. Businesses must have a physical, “brick and mortar” location with customer access. Home-based businesses and lessors of the land upon which brick and mortar structures are located are not eligible for the economic development incentive grant.

ORDINANCE 25 – 13

- d. While all businesses are welcome in the Town of Irmo, certain business types will not be eligible for the economic development incentive grant as new businesses, including those listed below. Currently operating businesses annexed into town will be eligible for the economic development grant. The business types are as follows:

- i. Liquor Stores
- ii. Cigarette, Tobacco, and Vape Shops
- iii. Storage Facilities
- iv. Car Washes
- v. Gas Stations

Note: businesses which engage in the above industries as a portion of a larger, general retail operation are eligible for the economic development incentive grant. For example, a grocery store which sells alcohol, cigarettes, and has an affiliated out-parcel gas station with a car wash would be eligible for this incentive.

- (d) All grants shall be approved by the Town Administrator or Deputy Town Administrator.
- (e) This grant applies only to business license fees. Any hospitality tax, local option sales tax, accommodations tax, or other applicable tax will be required to be paid by any business otherwise eligible for the economic development incentive grant.

Sec. 10-53. – Headquarters Incentive Grant

- (a) In an effort to attract and retain the headquarters of regional and national businesses to the Town of Irmo, the Town hereby establishes a headquarters incentive grant for new and existing headquarters operations located within the Town limits of Irmo. Headquarters are defined as follows:
- a. The physical building or complex which houses the executive leadership of a business is located in the Town of Irmo. Generally, support staff such as finance and human resources will also be based out of this physical location.
 - b. The business shall be officially incorporated or organized in Irmo, South Carolina for tax purposes.
 - c. The business shall have operations in multiple locations throughout the state, region, nation, and/or globe.
 - d. The business shall have an annual revenue exceeding \$75,000,000.
- (b) The eligible grant amount is as follows:
- a. 100% of the annual business license fee for years one through three.
 - b. Following year three, the grant shall be equal to the amount of the business license fee calculated on 90% of the gross income.
- (c) Eligibility requirements for the economic development incentive grant are as follows:
- a. The business must pay its required business license by April 30 of each year.
 - b. The business must serve notice in writing to formally request an extension for the economic development incentive grant each year by its due date.
- (d) All grants shall be approved by the Town Administrator or Deputy Town Administrator.



Staff Report

SECOND AND FINAL READING OF ORDINANCE 25-14 to regulate vegetation, including vines and shrubbery, on residential and commercial properties to protect public safety, property maintenance, and community appearance.

(Staff) This ordinance would limit the size and coverage of vines and bushes with respect to adjacent structures, as well as allow the code compliance inspector to issue municipal summons to property owners who fail to abate a nuisance.

DATES: October 21, 2025
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT:
ACTION REQUESTED: Consider second and final reading of Ordinance 25-14

Background

Staff has been asked by the Mayor and Council to compose an ordinance which would better regulate vines and bushes that cover large parts of homes and other structures, making them dangerous for first responders. Additionally, as changes are being made to the nuisance ordinance, Staff wanted to add sections concerning the ability for the Code Compliance Inspector to issue municipal summons for failures to abate nuisances or to obtain business licenses.

At the October 7 Workshop, Staff recommended that a section allowing dead trees to be considered a nuisance that can be abated. This section has been added to the ordinance and will require a vote to amend the first reading.

Analysis

A municipal summons is a precursor to a police-issued citation. By allowing the Code Compliance Inspector to issue a municipal summons, a police officer is not required on-scene during the issuance. If the summons is ignored or if the abatement is not subsequently enacted by the property owner, a police citation can be issued.

Staff Findings

Staff recommends APPROVAL of the ordinance changes.

Attachments

1. Ord 25-14 Vines & Bushes (Rev)

ORDINANCE 25 – 14

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 25 – 14

**AN ORDINANCE TO AMEND THE IRMO MUNICIPAL ORDINANCE
CHAPTER 14 – ENVIRONMENT**

WHEREAS, the Town of Irmo desires to strengthen its Code of Municipal Ordinance, amending said Code to address noted errors, omissions, vague language, and add appropriate standards; 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 21st day of October, 2025, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

PASSED AND ADOPTED this 21st day of October, 2025.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: September 16, 2025

2nd Reading: October 21, 2025

Chapter 14 – Environment, Article II. Nuisances

In Section 14-32. Definition., add a new (2) and (3) following (1) Tall grass, weeds, and undergrowth.

(2) Vines, tall shrubbery and bushes, and other obstructive vegetation.

- a. For the purpose of this article, the terms structure, vines, shrubbery/bushes and obstructive vegetation shall be defined [thusly]:
 1. Structure – Any building, dwelling, garage, shed, fence, or other constructed improvement located on a parcel of land.
 2. Vines – Climbing or trailing plants, including but not limited to ivy, kudzu, wisteria, or similar vegetation that attaches to, climbs, or otherwise adheres to a structure.
 3. Shrubby/Bushes – Woody perennial plants smaller than a tree, commonly grown for decorative or screening purposes.
 4. Obstructive Vegetation – Vegetation that, by reason of size, location, or manner of growth, conceals a majority of the visible façade of a structure, obstructs windows, doors, or walkways, or poses a risk to structural integrity or public safety.
- b. Property owners shall maintain vines to ensure they do not:
 1. Cover or obstruct windows, doors, or ventilation openings;
 2. Extend onto roofs or under siding in a manner that may cause damage or deterioration;
 3. Obstruct gutters, downspouts, or other drainage systems;
 4. Extend onto adjoining properties without consent.

Vines permitted on fences, trellises, or decorative features must be trimmed and maintained in a manner that prevents encroachment onto sidewalks, rights-of-way, or neighboring properties.

- c. Shrubby or bushes located on a property shall be maintained so that they do not:
 1. Exceed a height that conceals the majority of the front façade of a dwelling or building;
 2. Obstruct windows, porches, entrances, or exits;
 3. Extend into or over public sidewalks, rights-of-way, or roadways;
 4. Create unsafe conditions by obstructing visibility for pedestrians or motorists.

The maximum allowable height of shrubbery in front yards shall be six (6) feet unless otherwise approved by the Municipality for screening purposes.

(3) Dead Trees

- a. Purpose. The purpose of this subsection is to promote public health, safety, and general welfare by prohibiting the maintenance of dead or substantially dead trees on any property within the Town limits. Such trees may pose hazards including, but not limited to, falling limbs, property damage, and threats to public safety.

ORDINANCE 25 – 14

- b. Prohibited Condition. It shall be unlawful for the owner, occupant, or person in control of any property within the Town to permit or maintain upon said property any dead or substantially dead tree that, due to its condition, presents one or more of the following:
 - 1. A risk of falling onto adjoining property, public rights-of-way, sidewalks, or roadways.
 - 2. A harbor for pests, disease, or vermin.
 - 3. A condition detrimental to the health, safety, or general welfare of the public.
- c. Dead trees cut and/or lying in the area between the rear building line of the house and the right-of-way (i.e. the side and front yards) must be removed from those areas. Any trees cut or lying in the rear yard may remain so long as they do not become a nuisance, such as by harboring rats, insects, or other vermin.

Remove Sec. 14-38. Serving of notice. in its entirety and replace with the following:

The town administrator, or his duly authorized agent (hereinafter "code inspector"), upon identification of the existence of any condition declared by this article to be a nuisance, shall serve written notice upon the person responsible for such condition to clean up said premises and abate such nuisance within ten days. It shall be sufficient notification to hand deliver the written notice or a copy of the notice to the property owner or, if the owner does not occupy the property, hand deliver the notice to the occupant or post a copy on the premises upon which the nuisance exists and deposit a copy of such notice in the United States mail properly stamped and directed to the property owner at his last known address.

In any case where personal service or mail delivery to a last known address cannot reasonably be made, it shall also be sufficient service if written notice is affixed to the front door of any dwelling unit on the property. If the property has no dwelling unit, and if such personal service cannot reasonably be had, service of the notice shall be sufficient if the notice is affixed to the property in a reasonably visible fashion.

Should the serving of such a notice not result in the cleaning of the property and subsequent abatement of the nuisance, the code inspector is authorized to issue a municipal summons to the owner, tenant, lessee, or occupant. This summons shall require the recipient to appear before the Municipal Judge of the Town of Irmo to receive judgment on the status of the abatement and any fines or other penalties deemed appropriate under Sec. 1-8 of this ordinance.



Staff Report

Discussion and approval of revisions to the Town Wrecker and Towing Policy (Staff).

DATES: October 21, 2025
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT: Wrecker & Towing Services Policy
ACTION REQUESTED: Approval of changes to the Wrecker & Towing Policy

Background

As discussed at the October 7 Workshop, the updated policy will eliminate all fees to the Town of Irmo for vehicles towed or held by the tower/wrecker service. Additionally, Town fleet vehicles will be towed free of charge to a repair location. Any tower/wrecker services not wishing to comply with these changes will no longer be on the rotation.

Analysis

Whenever the police decide that a vehicle needs to be towed, the next wrecker service on the rotation is contacted for pickup. These services then receive payment from the owner of the towed vehicle at such time the vehicle is retrieved, and payment is received is for both towing and storage. The Town sees no need to continue paying the towing service directly when then the owner of the vehicle will make such a payment to retrieve their vehicle.

Staff Findings

Staff recommends **APPROVAL** of the policy change.

Attachments

1. 510.4 Wrecker and Towing- Revised 8-11-25 1

SUBJECT: Wrecker and Towing Services		NUMBER: 510.4
DIRECTIVE TYPE: General Order	EFFECTIVE DATE: 30 March 2023	RE-EVALUATION DATE: Annually
DISTRIBUTION: Sworn Personnel	AMENDS/SUPERCEDES: 7-05 Towing of Vehicles	REVISED DATE:
RELATED STANDARDS/STATUTES/POLICIES: SC Code of Laws 56-5-2510, 56-5-2520, 56-5-2530 CALEA 61.4.1, 61.4.3		

PURPOSE: To establish uniform guidelines for providing vehicle towing and storage services for owners and operators as well as guidelines that will allow achievement of law enforcement objectives and responsibility.

POLICY: This procedure will provide guidelines for the towing and storage of vehicles seized by the Irmo Police Department and for establishing cooperative agreements between this department and those towing companies who wish to participate.

I. Authorization

A. Officers are authorized to have a vehicle towed under the following conditions:

- 1) Any vehicle left unattended or is disabled in such a manner where it constitutes a hazard or an obstruction to other traffic. (CALEA 61.4.3 a)
- 2) When the driver of the vehicle is taken into custody by the police department and the vehicle would be left unattended unless released to the registered owner or an individual of their (registered owner) choosing as described in III. F. below.
- 3) When removal is necessary in the interest of public safety or to prevent acts of vandalism or theft. The on-duty Shift Supervisor will document the events or circumstances validating such decisions.

II. Solicitation

- A. Town employees shall not solicit business for any wrecker or towing service and any employee guilty of violating this provision shall be subject to discharge.
- B. Any owner, agent or driver of a towing service shall not entice or engage a town employee to solicit business for the service in exchange for payment, whether money, a gift or gratuity; and the offending service shall forfeit its eligibility for placement on the towing service rotational call list.

III. Officer Responsibilities

- A. An incident report will be completed on every towed vehicle, with the exception of those towed as a result of an automobile accident or as covered in Section III-C of this policy. The incident report will contain at a minimum: (CALEA 61.4.3 c)

This directive is for Departmental use only and does not apply in any criminal or civil proceeding. The Department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for Departmental administrative sanctions.

- 1) Identification of the vehicle by make, model, tag and VIN.
 - 2) Specific reason for towing the vehicle (i.e. abandoned, recovered, arrest, etc.)
 - 3) Owner and/or operator information.
 - 4) Attempts to contact the owner, if not on the scene at the time of the tow, and the results of those attempts.
 - 5) Results of NCIC searches for wants or reports in the case of abandoned vehicles.
 - 6) Reasons for placing a "hold", if any, on the vehicle.
 - 7) Any property removed from the vehicle, reason for removal, and person to whom released or current disposition of that property.
- B. All requests for towing service will be made through the dispatcher. The officer will provide information on description, tag or VIN, location and special request, if any.
- C. An Inventory of Towed Vehicles form will be completed on **ALL** vehicles towed with the exception of vehicles towed at the owner's request. (CALEA 61.4.3 c)
- D. A full inventory of the contents of any vehicle towed will be made and annotated on the Inventory of Towed Vehicles form. Both the officer and the wrecker driver will sign the completed form.
- E. The officer will be responsible for notifying the dispatcher of any special requirements of the tow such as heavy duty, flat bed, dollies, etc.
- F. In such instances, any passengers or occupants who are unable to drive the automobile will be provided transportation to a place of safety, where transportation can be arranged.
- G. A reasonable amount of time will be allowed for a person to respond to take custody of any animal contained in a vehicle being towed. In the event this cannot be accomplished in a reasonable amount of time, Animal Control officers will be requested to respond and take custody of the animal.
- H. When a vehicle contains perishables valued in excess of twenty five dollars (\$25.00), (i.e. groceries, fresh meats, etc.), a reasonable amount of time will be allowed to have someone respond to remove the items.

IV. Inventory Procedures.

- A. Inspection of the exterior of the vehicle being towed with annotation of any exterior damage.
- B. All compartments and containers within the vehicle will be inventoried. When recording inventoried items annotations should be specific and include available information such as make, model, serial number and distinguishing marks.
- C. Closed, unlocked containers will be opened and contents documented on the inventory. Care must be exercised where there are implications that a container may contain items of a toxic, flammable or explosive nature. In such cases, the duty supervisor will respond and make determination as to how to proceed.
- D. Locked containers will be noted on the vehicle inventory form but will be left undisturbed unless probable cause exists for a search of the container. If probable

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cause does exist, the locked container may be searched in the least damaging manner possible in accordance with existing law and court rulings.

V. Vehicle Hold Procedures.

- A. Officers may place a hold status on any vehicle towed when in the best judgment of the duty supervisor it is necessary to maintain custody of the vehicle for a specific purpose. Such purposes may include, but not be limited to:
 - 1) Vehicles abandoned after a chase and there is no stolen report on the vehicle.
 - 2) The driver and/or owner flee during an arrest situation.
 - 3) The vehicle is involved in an accident where the driver has left the scene.
 - 4) The vehicle is subject to seizure.
 - 5) The vehicle may be a crime scene or directly related to a crime scene and requires evidentiary processing to include collision fatalities.
- B. Hold orders will be clearly indicated on the Inventory of Towed Vehicles form completed by the impounding officer.
- C. Reasonable effort must be made and documented to notify the owner of the vehicle's status.
- D. In all cases the incident report will specifically state the reason for placing the vehicle on hold and the terms of release.
- E. The officer placing a vehicle on hold should monitor the investigation closely in order to ensure that the hold is released as soon as possible.

VI. Requests for Towing Services

- A. The owner/operator of any vehicle towed from an accident or disabled vehicle scene will have the right to choose, if able, any towing service. This choice will be honored in all cases unless the selected towing service will cause excessive delay or cannot make the tow.
- B. In these cases or if the owner/operator is incapacitated or has no preference of towing service, the rotational towing service will be summoned to tow the vehicle.

VII. Rotation List Requirements

- A. Eligibility
 - 1) The firm must hold a valid business license to conduct business operations within the Town.
 - 2) The firm shall become eligible to participate in the towing/wrecker service rotation provided that the business conforms to the rules and regulations established in the Town of Irmo Code of Ordinances.
 - 3) Any deviation from the requirements of these policies, the Town of Irmo Code of Ordinances or failure to provide reasonable, quick and efficient service at the rates prescribed may result in the suspension or termination of the contract with such company by the Chief of Police.

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B. Application to Participate

- 1) Any firm meeting the minimum eligibility requirements above may apply to the Chief of Police for participation in the towing/wrecker service rotation.
- 2) The Chief of Police shall have the authority to approve applications.
- 3) Approval of such applications and/or this policy creates **NO** contractual relationship between any party and the Town of Irmo.
- 4) The Chief of Police reserves the right to remove any towing service from the rotational call list at any time for just cause.

VIII. Towing Service Contractor Responsibilities

- A. Once notified the towing service will have thirty minutes to respond to the scene. After thirty minutes the towing service could be cancelled and the next towing service on rotation be notified at the discretion of the Shift Supervisor and requesting officer.
- B. No stored or impounded vehicle shall be released until proper evidence of ownership is exhibited and all towing and storage charges have been paid. The towing and storage charges shall be collected by the wrecker service as provided by law.
- C. Operators of tow trucks shall be familiar with South Carolina statutes regarding the operation of tow trucks/wreckers and shall comply with same. Towing company owners shall be familiar with South Carolina statutes governing towing services.
- D. Tow truck operators must display a professional bearing when conducting business at the request of this agency.
- E. Tow truck operators called to the scene of traffic collisions by this department shall be responsible for removal of debris from the roadway.
- F. All rates approved by the town shall be posted in a conspicuous place in each office of the wrecker service. All towing and storage charges will be itemized on an invoice or receipt when charges are paid. No charges other than towing and storage charges will be made on any vehicle without prior written approval from the owner or his agent.
- G. The Town shall not be charged for any wrecker, towing, storage or impoundment charges for a vehicle directed by an authorized representative of the Town, including a police officer, to be towed or impounded in accord with section V.
- H. Free service for Town vehicles. All wrecker and towing services provided for Town vehicles will carry no charges.
- I. Outside storage facilities must be fenced and locked for protection of vehicles and property. Fencing must be continuous and not less than six (6) feet in height.
- J. Hold orders as delineated in Section V of this policy shall be honored by the contractor as instructed.
- K. No property of any kind shall be released to anyone without the authority of the investigating officer, Chief of Police or his designee when a "hold" order has been issued.

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- L. Vehicles sealed by police investigators shall remain intact until removed by said investigators.
- M. Consistent refusal on the part of a specific contractor or other consistent problems with a contractor will be reported to the Chief of Police for action which may include removal from the rotational listing.

IX. Communications Center Responsibilities/Rotation List Procedures

- A. Wrecker services shall be called from a rotation list maintained by the communication center from a list provided by the Irmo Police Department.
- B. Individual tow firms will not be allowed to tow more than one vehicle from the scene of a collision unless extenuating circumstances apply. Such determination may only be authorized by the on-duty Shift Supervisor and should be documented.
- C. All requests for towing services will be logged in the appropriate section of the towing log.
- D. Upon request for a specified towing service, the dispatcher will contact the service requested and ascertain:
 - 1) If they are willing to respond to the call.
 - 2) If they are capable of handling the call.
 - 3) Length of time it will take to respond.
- E. Upon request for rotational towing service, the dispatcher will ascertain which service is next on the list and contact that service.
- F. In the event that the contractor is unable or unwilling to respond that contractor will be moved to the bottom of the list and the next contractor will be contacted. Such refusals shall be documented and forwarded to the on-duty Police Department Shift Supervisor.

X. Prohibitions

- A. Department Personnel
 - 1) At no time will any officer of the Irmo Police Department recommend, advise, hint or in any way show preference to any towing company or service.
 - 2) Police personnel will not take direct punitive action against towing contractors for violations of this policy or towing ordinance(s).
 - 3) Personnel shall report to the Chief of Police through the chain of command any observed or suspected violations of the Towing Ordinance by any towing contractor or driver.
- B. Wrecker/Tow Contractors
 - 1) The owner or agent of any wrecker or towing service shall not respond or remove any vehicles from any place where a collision has occurred unless called by the police dispatcher or owner/operator of the vehicle.

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- 2) Calls received directly from vehicles owners/operators shall be cleared through the Police Department communications center to ensure proper investigation. Responding to a call upon notice from gas station attendants, taxicab drivers or unauthorized persons shall be considered a violation of this policy.
- 3) No owner, agent or driver of any wrecker or towing service shall respond to a location unless requested to do so by the police department or an individual involved in an accident. No provision of this section, however, shall prohibit the owner, agent or driver of any wrecker or towing service from monitoring police radio calls for the purpose of ascertaining that the police department is in compliance with ordinances regarding towing service rotation call-out procedures.
- 4) No owner or agent of any wrecker or towing service shall solicit wrecker or towing services on the highways or roads located within the Town of Irmo. In the event of non-accidental mechanical breakdowns, the operator of an automobile or vehicle shall be allowed to call a wrecker or towing service of his/her choice, provided that the wrecker or towing service has a business license to operate in the Town.



Staff Report

Discussion and approval of upgrades to the Irmo Police Department's weapon systems (Staff). This would trade the IPD's current weapons for a total of 30 Glock Model 45's, reticle systems, and holsters for a net price of \$28,584.36.

DATES: October 21, 2025
TO: Town Council
FROM: Jim Crosland, Town Administrator
SUBJECT: Authorization to purchase thirty Glock Model 45 mos Gen 5 pistols from Craig's Firearm Service in the amount of \$28,584.36 after trade-in.
ACTION REQUESTED: Approval of the above purchase.

Background

This item was discussed at the October 7 Workshop. Town Staff would like authorization to trade in the existing police sidearms to Craig's Firearm Supply in exchange for a \$6,750 credit towards thirty Glock Model 45 mos Gen 5 pistols. These pistols will ensure that the Irmo Police Department's ammunition matches that of the surrounding law enforcement agencies. Additionally, the new weapons will feature reticle systems to aid in aiming. Holsters for the new sidearms are also included in the net total price of \$28,584.36.

Analysis

Staff Findings

Staff recommends **APPROVAL** of this purchase.

Attachments

1. Irmo PD 8-21-2025 (RA) Glock 45 mos -TLR-7 HL-X USB

Craig's Firearm Supply Inc.

Police Distributor

1531-B Broad River Rd., Columbia, SC 29210
Phone 803-764-6941 ~ Fax 803-764-6961

8761 Chapman Highway, Knoxville, TN 37920
Phone 865-573-4567 ~ Fax 865-573-0820

TO: Trent L. Williams
AGENCY: Irmo Police Department
DATE: 09/23/25

PHONE: 803.781.8088 ext: 212
email: twilliams@townofirmosc.com
Quote will be honored for 30 days.

**A copy of this quote must accompany your purchase order.
EACH MANUFACTURER MUST HAVE A SEPARATE PURCHASE ORDER.**

ALL REMINGTON PRODUCTS REQUIRE A SEPARATE PURCHASE ORDER FOR EACH LINE ITEM.

AGENCIES ARE RESPONSIBLE FOR ALL TAXES		Please include ORI Number with Order		
PART #	ITEM DESCRIPTION	PRICE	QTY.	EXT.
PA455S202MOS	Glock, Model 45 mos, Gen 5, .9MM cal, with Standard Sights, 3 magazines, box, cleaning rod and brush	\$429.00	30	\$12,870.00
SCS-MOS-GR	Holosun SCS Multiple Reticle System (MRs): 2 MOA Dot Only, 32MOA Circle Only 2 MOA Dot with 32 MOA Circle Direct Attachment to Glock MOS system Self Adjusting Brightness Control Parallax-free & Unlimited Eye Relief Grade 5 Titanium Housing	\$317.96	30	\$9,538.80
69458	TLR-7 HL-X USB – Includes high and low paddle switches, SL-B9 battery pack, USB-C cord, multi-tool, and key kit – Black	\$185.85	30	\$5,575.50
7360RDS-28327-411	Safariland ALS/SLS Duty Holster for a Glock 45mos, with a TLR-7X Weapon Light, Right Handed	\$181.35	26	\$4,715.10
7360RDS-28327-412	Safariland ALS/SLS Duty Holster for a Glock 45mos, with a TLR-7X Weapon Light, Left Handed	\$181.35	4	\$725.40
Trades	Used Glock Model 22, 3 mags, box	-\$225.00	30	-\$6,750.00
	After trades			\$26,674.80
	7% SALES TAX			\$1,867.24
	Shipping			\$42.32
	Matching SC State Contract			
		TOTAL		\$28,584.36

Please call with any questions about this quote.

Thank you,

Richie Allen
Law Enforcement Sales

Email: sales.sc@craigsfirearms.com

* Govt. agency prices do not include sales tax or FET where applicable

* Prices are due and payable NET 30 days for each invoice

* Trade-In pistols must be in good, serviceable working order

* Deductions made if trade-ins are damaged or not as specified

* Trade-In or exchange pistols must be complete with 3 magazines, working sights, in original box, unless otherwise noted

* Trade-In or exchange pistols must be turned in within 30 days

after receipt of new Glock pistols, unless other arrangements have been made and approved