



TOWN COUNCIL MEETING

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC

August 20th, 2024 @ 6:30 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 – July 9, 2024 & July 16, 2024
- VI. Report of Standing
 - A. Administrative Briefing
 - B. New In-Town Businesses
 - Sipp Social – 7524 Woodrow Street
 - Elevated Wellness Haven, LLC. – 7825 Broad River Road Suite 200
 - The Maternal Healing Haven – 7825 Broad River Road Suite 200
 - Sergeant Fitness Inc. – 1085 Lake Murray Boulevard
 - Whataburger – 1189 Dutch Fork Road
 - Carolina Fine Jewelry Inc. – 1068 Lake Murray Boulevard
 - Jennifer Gerber Play Therapy and Counseling – 1180 Columbia Avenue
 - Mrs. Goodfoot, LLC. – 107 North Royal Tower Unit C
 - Tropical Smoothie Café – 1180 Dutch Fork Road
- VII. Consideration of Communications
 - A. Recognition of Bart’s Crazy Good Coffee as the August 2024 Small Business of the Month.



- B. Recognition of the 2024 Irmo Little League Senior Softball Team.
- C. Recognition of the 2024 Irmo Little League Senior Baseball Team.
- D. Community Connections:
 - 1. Zumba Party – 8/23
 - 2. STEM Fest – 8/24
 - 3. National Night Out – 8/27
 - 4. LexMed Irmo Okra Strut – 9/27-9/28
- VIII. Presentation by Citizens (Agenda Items IX and X only)
- IX. **UNFINISHED BUSINESS**
 - A. **SECOND AND FINAL READING OF ORDINANCE 24-11** to amend Appendix A – Zoning and Land Development Regulations, Article III – Zoning Regulations for Use of Lots by adding Section 3-11 – Traffic Analysis (Planning Commission). This will require a Traffic Impact Analysis if a development exceeds 50 trips per peak hour, to be administered by the Town and paid for by the developer.
- X. **NEW BUSINESS**
 - A. **Approval of Resolution 24-09** Pledging to Practice and Promote Civility in the Town of Irmo (Mayor).
 - B. **Approval of Resolution 24-10** to ratify budget amendments for FY23/24 totaling \$480,755 (Staff).
 - C. **Approval of Resolution 24-11** Committing to providing a local match up to \$25,000 for the MASC Economic Development Grant (Staff). This is a matching grant that if awarded would assist in funding a townwide signage plan that would include the design and location of welcome signs, wayfinding signs, banners, utility box wraps, and bespoke street signage.
 - D. Approval of a contract with Lexington-Richland School District 5 to provide a School Resource Officer to Irmo Elementary School (Police Department). This would continue with a previous contract where Lex./Rich. 5 will pay 75% of the costs associated with placing an SRO in Irmo Elementary.



- E. Approval to accept a grant award of \$37,297 from the SCDPS State School Resource Officer Program (Police Department). This will cover 25% of the funding for an SRO in Irmo Elementary.
- F. Approval of a utility easement with Spectrum Southeast for the installation of fiber internet (Public Works). This will grant a utility easement onto the Irmo Veterans Park property to bury fiber internet cable accessing Bickley Station.
- G. Approval of construction plans for a new gazebo at the Irmo Veterans Park (Public Works).
- H. Approval to close portions of St. Andrews Road, Church Street, and Eastview Drive during the annual Okra Strut Festival from September 27-28, 2024 (Police Department). Portions of the roadways will be closed for the parade and the festival.
- I. Appointment to the Accommodations Tax Advisory Committee – three (3) vacant positions available (Staff). There is one (1) opening to represent the lodging industry and two (2) At-Large seats available. Applications received from Roberto Brandon (lodging) & William Reid (at-large).
- J. Appointment to the Planning Commission – one (1) vacant position available (Staff). Applications received from Robert Cox
- 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.
 - A. Contractual Matter §30-4-70(a)(2) – Discussion of negotiations incident to a proposed contractual agreement for the new Town Hall Project.
- 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).



Staff Report

Amendment to the Zoning Ordinance

DATES: Planning Commission: July 8, 2024
Town Council Workshop: July 9, 2024
Town Council First Reading: July 16, 2024
Town Council Second Reading: August 20, 2024

TO: Irmo Planning Commission
Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Zoning Ordinance Amendment - Ord 24-11

ACTION REQUESTED: Consideration of a text amendment to Articles 3 of the Zoning Ordinance as regards Traffic Impact Analyses

Background

A Traffic Impact Analysis (TIA) is a study required by SCDOT whenever a new residential or commercial development will create 100 new trips per hour at peak times, generally 7 am – 9 am and 4 pm – 6 pm. In the TIA process, the developer and SCDOT work together to determine a study area, or the area around the development where impacts are expected. This area could be as compact as the immediate street, or it could go out considerably further depending on the size of the development and the projected impacts. Once the study area is determined, the analysis occurs and the results inform the developer and SCDOT what improvements, if any, will be needed to mitigate the impact of the newly generated traffic. These improvements may include additional lanes, new/improved traffic signals, turning and deceleration lanes, or other improvements.

At present, there are no references to TIA's in the Zoning Ordinance, and the TIA has historically been a dialogue between the developer and SCDOT. The Town wishes to take a more proactive approach to this process. The attached ordinance change requires a TIA whenever the projected trip generation of a development is 50 trips per hour during peak, and the client for the TIA will be the Town of Irmo. The Town will engage with a traffic engineer and determine a price for the TIA.

The developer will pay that price and the Town will work with the engineer to determine the required mitigation.

This ordinance, to the best of Staff's knowledge, was originally written for the Town of Summerville and was then used in Berkeley County. Mr. Polen took the Berkeley version and altered it to fit Moncks Corner, and this is the version attached.

The effect of this process is that the Town will have greater control over the study area and required mitigation, providing more protection for our residents and visitors.

Text Amendment

See Attachment

Staff Findings

Staff recommends APPROVAL of this zoning ordinance change.

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 24 – 11

**AN ORDINANCE TO AMEND APPENDIX A OF THE IRMO MUNICIPAL ORDINANCE;
ZONING AND LAND DEVELOPMENT REGULATIONS;
ARTICLE THREE, ZONING REGULATIONS FOR USE OF LOTS**

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 July 8, 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 20th day of August, 2024, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

PASSED AND ADOPTED this 20th day of August, 2024.

William O. Danielson, *Mayor*

ATTEST:

Renee Caviness, *Municipal Clerk*

1st Reading: July 16, 2024

2nd Reading: August 20, 2024

ORDINANCE 24 – 11

Changes to Appendix A of the Municipal Code of Ordinance

Add new section 3-11 Traffic Analysis

All applicable developments shall have a Traffic Impact Analysis, as outlined in this Zoning Ordinance, performed by an on-call consultant hired by the Town at the expense of the applicant. This analysis shall be undertaken to ensure that access to all proposed developments and subdivisions is accomplished in a safe manner.

- A. The standards in the South Carolina Department of Transportation’s Access and Roadside Management Standards Manual shall serve as a guide for this Analysis, which shall include identification of the following:
 1. Access improvements that the applicant must install at his or her expense, such as deceleration lanes.
 2. The location of any curb cuts based on, but not limited to sight distances, existing roadway infrastructure, opposing driveways locations and shared access.
 3. Requirements for adequate driveway design, including but not limited to, turning radius and throat length.
- B. The access requirements approved by the Town Administrator or designee shall be incorporated on development or subdivision plans prior to their approval.
- C. If an applicant is required to provide site-related traffic improvements, the cost of implementing such improvements shall be borne by the applicant and no such costs shall be eligible for a credit or offset from any transportation impact fees.
- D. Applicability: A Traffic Impact Analysis (TIA) shall be required for any development that would generate more than 50 trips during the peak hour on the adjacent street in accordance with the Institute of Transportation Engineers (ITE) Trip Generation Manual, latest edition.
 1. A second phase, second subdivision, or addition that generates traffic beyond this threshold when taken as a whole shall also require a TIA, even though that development does not qualify on its own.
 2. Change of Use: A new TIA will be required if the new use would generate traffic beyond the 50 trips during peak hour threshold.
 3. A TIA can be required at any time as determined by the Town Administrator or designee in his/her discretion and judgment when there is a belief that the development may have an adverse impact to the surrounding area.
- E. Thorough and complete TIA’s are the responsibility of the applicant. Failure by the applicant to provide a complete TIA may result in review delays for their plat or plan.
- F. Traffic Impact Analysis Plan Preparation
 1. The TIA shall be conducted by an engineer registered in South Carolina that is experienced in the conduct of traffic analysis, who is one of the consultants the Town has previously selected for on-call traffic study services (hereinafter referred to as “the Town’s Engineer”)
 2. Prior to beginning the traffic impact analysis plan, the applicant shall supply the Town with the following:
 - a. A written narrative describing the proposed land use(s), size and projected opening date of the project and all subsequent phases;
 - b. A site location map showing surrounding development within a one-half mile of the property under development consideration; and

ORDINANCE 24 – 11

- c. A proposed site plan or preliminary subdivision plat illustrating access to public or private roads and connectivity to other contiguous developments.
3. The Town will rely upon the most current edition ITE Trip Generation Manual or any alternative acceptable to the Town's Engineer, and available information on land use, travel patterns and traffic conditions. After consulting with the SCDOT, the Town's Engineer will supply in writing to the applicant and/or his engineer the parameters to be followed in the study including the directional split of driveway traffic, trip distribution, background traffic growth rate, previously approved but not completed projects and the intersections to be analyzed along with any associated turning movement counts which are available or discussed and approved by the Town.
4. After determination of the TIA's scope of services, the applicant shall provide a cost estimate of such services to the Town for review and concurrence. The applicant shall provide an amount equal to the estimate to the Town, who will deposit the amount in an escrow or special account set up for this purpose before the consultant's services are obtained. Any funds not used shall be returned to the applicant in a timely manner without interest.
5. Additional fees for the TIA may be required if: the applicant substantially amends the application; additional meetings involving the consultant are requested by the applicant; the consultant's appearance is requested at Planning Commission or Town Council meetings beyond what was initially anticipated; or the consultant's attendance is required at meetings with regional, state, or federal agencies or boards which were not anticipated in the earlier scope of services. The applicant must reimburse the Town these costs prior to the development plan or plat approval.

G. Plan Contents

1. All phases of a development are subject to review, and all traffic plans for the entire development shall be integrated with the overall traffic analysis. A traffic impact analysis plan for a specific phase of development shall be applicable to the phase of development under immediate review. However, each phase of development shall expand and provide detailed analysis at the development plan stage beyond the estimates provided for at the concept plan or master plan stage.
2. Efficient traffic operations, safety and pedestrian accessibility are to be considered in the development plan. The adequacy of the roads to which the development takes access shall be assessed in the TIA. Recommendations for improvements shall be made where operational or safety concerns exist and installation of these improvements shall be required as a condition of any approval from the Town. The relative share of the capacity improvements needed shall be broken down as follows: development share, other developments share, any existing over capacity, and capacity available for future growth.
3. The following elements shall be included in a traffic impact analysis plan:
 - a. Study Area - Description of the study area including surrounding land uses and expected development in the vicinity that would influence future traffic conditions. The study area shall include the intersections immediately adjacent to the development and those identified by the Town's Engineer. These intersections may include those not immediately adjacent to the development if significant site traffic could be expected to impact the intersection. If intersections impacted by the development are within a coordinated traffic signal system, then the entire system shall be analyzed.

ORDINANCE 24 – 11

If the signal system is very large, a portion of the system may be analyzed if approved by the Town's Engineer and SCDOT. A study area site map showing the site location is required.

- b. Proposed Land Use - Description of the current and proposed land use including characteristics such as the number and type of dwelling units, gross and leasable floor area, number of employees, accompanied with a complete project site plan (with buildings identified as to proposed use). A schedule for construction of the development and proposed development stages should also be included.
- c. Existing Conditions - Description of existing traffic conditions including existing peak-hour traffic volumes adjacent to the site and levels of service for intersections in the vicinity, which are expected to be impacted. Existing traffic signal timings should be used. In general, AM and PM peak hour counts should be used, but on occasion other peak periods may need to be counted as determined by the Town's Engineer. In some cases, pedestrian counts will be required. Data should be adjusted for daily and seasonal variations. Existing counts may be used if taken within 12 months of the submittal of the TIS. In most cases, counts should be taken when school is in session unless otherwise determined by the Town's Engineer. Other information that may be required may include, but not limited to, crash data, stopping sight distances, and 50th and 85th percentile speeds.
- d. Future Background Growth - Estimate of future background traffic growth. If the planned completion date for the project or the last phase of the project is beyond 1 year of the study an estimate of background traffic growth for the adjacent street network shall be made and included in the analysis. In general, the growth factor will be determined from local or statewide data. Also included, is the state, local, or private transportation improvement projects in the project study area that will be underway in the build-out year and traffic that is generated by other proposed developments in the study area.
- e. Estimate of trip generation - The site forecasted trips should be based on the most recent edition of the ITE Trip Generation Manual. A table should be provided in the report outlining the categories and quantities of land uses, with the corresponding trip generation rates or equations, and the resulting number of trips. The reason for using the rate or equation should be documented. For large developments that will have multiple phases, the table should be divided based on the trip generation for each phase. Any reductions due to internal trip capture and pass-by trips, transit use, and transportation demand management should be justified and documented. All trip generation and trip reduction calculations and supporting documentation shall be included in the report appendix.
- f. Trip Distribution and Traffic Assignment - The distribution (inbound versus outbound, left turn versus right turn) of the estimated trip generation to the adjacent street network and nearby intersections shall be included in the report and the basis should be explained. The distribution percentages with the corresponding volumes should be provided in a graphical format.
- g. Analysis and Estimate of Impact - A capacity analysis should be performed at each of the study intersections and access intersection locations

ORDINANCE 24 – 11

(signalized and unsignalized) in the vicinity of the development.

Intersection analysis shall include Level of Service (LOS) determination for all approaches and movements. The levels of service will be based on the procedures in the latest edition of Transportation Research Board's Highway Capacity Manual. Coordination analysis will be required for the signal systems or portion of the signal systems analyzed.

- h. Access Management Standards - The report shall include a map and description of the proposed access including any sight distance limitations, adjacent driveways and intersections, and a demonstration that the number of driveways proposed is the fewest necessary and that they provide safe and efficient traffic operations.
 - i. Traffic signalization: If a traffic signal is being proposed, a signal warrant analysis shall be included in the study. The approval of a traffic signal on projected volumes may be deferred until volumes meet warrants given in the Manual on Uniform Traffic Control Devices (MUTCD), in which the developer shall provide funds for the future signal(s) to the Town to deposit in an escrow or special account set up for this purpose. The developer should make any laneage improvements during construction so that if in the horizon year a signal is warranted, one may be installed with little impact to the intersection.
 - j. Mitigation and alternatives - The traffic impact study should include proposed improvements or access management techniques that will mitigate any significant changes in the levels of service. The Town Administrator or designee, in conjunction with the Town's Engineer, will be responsible for final determination of mitigation improvements required to be constructed by the applicant.
- H. Traffic Impact Analysis Plan Review: The Town's Engineer shall review all traffic impact analysis plans as part of the initial approval for the concept plan or master plan. Final traffic impact analysis plans shall be approved at the development plan phase.
- I. Action on Traffic Impact Analysis Plan: The Town's Engineer must first approve the TIA in regard to completeness and accuracy. Following review of the required impact analysis plan, the Town Administrator or designee, in conjunction with the Town's Engineer, shall recommend action as follows:
- 1. Approval of the traffic impact analysis as submitted;
 - 2. Approval of the traffic impact analysis plan with conditions or modifications as part of the development review and approval process. An acceptable traffic impact analysis plan with traffic mitigation measures may include the reduction of the density or intensity of the proposed development; phasing of the proposed development to coincide with state and/or county programmed transportation improvements; applicant provided transportation improvements; fees in lieu of construction, or any other reasonable measures to ensure that the adopted traffic service level goals are met. If mitigation is required, it shall be required as a condition of any approval from the Town.
- J. Timing of Implementation: If a traffic mitigation program is part of an approved traffic impact analysis plan, the developer may be required to place a performance bond on all traffic mitigation improvements required as a result of his project. This requirement may arise if the timing of the improvements needs to be synchronized with other scheduled

ORDINANCE 24 – 11

- improvements anticipated for the area. The amount of the performance bond shall be equal to 150% of the estimated construction cost for the required traffic mitigation improvements.
- K. Responsibility for Costs of Improvements: The costs of implementation of an approved mitigation program shall be the responsibility of the applicant. No certificates of zoning compliance or building permits shall be issued unless provisions of the transportation impact analysis are met.
- L. Traffic Goals: The average stop time delay in seconds per vehicle for each intersection determined to be critical to the traffic impact analysis for the proposed development shall be compared to the Town's adopted traffic service level goal of "D" for the average delay for all vehicles at any intersection and all movements and approaches to the intersection during the a.m. and p.m. peak hours.
- M. Function and Safety Improvements: The Town Administrator or designee, in conjunction with the Town's Engineer, may require improvements to mitigate and improve the safety and function of multiple transportation modes the site traffic may impact. These improvements may not be identified in the TIA, but improvements to benefit the function and safety of the transportation system of the development site. These improvements may include but are not limited to center medians, sidewalks and/or bicycle accommodations, modifications to ingress and egress points, roadside shoulders, pavement markings, traffic calming and other traffic control devices.

STATE OF SOUTH CAROLINA)

)

RESOLUTION 24-09

TOWN OF IRMO)

A RESOLUTION PLEDGING TO PRACTICE AND PROMOTE CIVILITY IN THE TOWN OF IRMO

WHEREAS, a recent national survey found that 93% of Americans believe that incivility is a problem, with 68% considering it a “major” problem and 74% believing that incivility is increasing in America;

WHEREAS, the Irmo Town Council of Irmo (the “Council”), the governing body of the Town of Irmo, South Carolina (the “Municipality”), recognizes that robust debate and the right to self-expression, as protected by the First Amendment to the United States Constitution, are fundamental rights and essential components of democratic self-governance;

WHEREAS, the Council further recognizes that the public exchange of diverse ideas and viewpoints is necessary for the health of the community and the quality of governance in the Municipality;

WHEREAS, the Members of Council, as elected representatives of the community and stewards of the public trust, recognize their special role in modeling open, free, and vigorous debate while maintaining the highest standards of civility, honesty, and mutual respect; and

WHEREAS, in order to publicly declare its commitment to civil discourse and to express its concern for the common good and well-being of all of its residents, the Council has determined to adopt this resolution,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Irmo Town Council pledges to practice and promote civility within the governing body.

The elected officials of the Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the Town of Irmo.

This pledge ensures all communication — both spoken and written — to be open, honest, and transparent as this is vital for cultivating trust and relationships.

This pledge ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance, and civility are imperative to success.

This pledge ensures opportunities for finding common ground and engaging in civil discussion to seek solutions while actively listening and thoughtfully participating.

[signatures appear on the following page]

RESOLUTION 24-09

ADOPTED IN REGULAR MEETING this 20th day of August 2024.

William O. Danielson - Mayor

Erik Sickinger – Mayor Pro Tem

Barbra Waldman - Councilmember

Phyllis Coleman - Councilmember

Gabriel Penfield - Councilmember

ATTEST:

Renee Caviness, Municipal Clerk

STATE OF SOUTH CAROLINA)

RESOLUTION 24-10

TOWN OF IRMO)

WHEREAS, the Town of Irmo Budget Ordinance provides for automatic amendments to the budget by vote of Council: and

WHEREAS, votes of Council have triggered automatic amendments requiring increasing line items or adding line items as follows:

Account Name	Line Item	Increase Expenses
Professional Fees	5050-50400	\$ 120,000.00
Maintenance/Repair-Parks	5050-50700	\$ 150,780.00
New Town Hall Building	5050-50822	\$ 180,000.00
Rawls Creek - Pard Grant	5050-50833	\$ 29,975.00
Total Amendments		\$ 480,755.00

AND: WHEREAS, these amendments yield the following amended budget for FY 23/24:

EXPENDITURES

I. GENERAL FUND

A. Operating / Capital Expenses:	Original	Amended	Total Amended Budget
Legislative Department	\$ 59,556		\$ 59,556
Administrative Department	\$ 862,331		\$ 862,331
Court Department	\$ 393,119		\$ 393,119
Public Works Department	\$ 987,581		\$ 987,581
Non-Departmental	\$ 1,494,189	\$ 480,755	\$ 1,974,944
Public Safety	\$ 3,996,544		\$ 3,996,544
Sanitation	\$ 1,380,000		\$ 1,380,000
Confiscated Funds	\$ 5,000		\$ 5,000
SUBTOTAL OF ALL OPERATING GENERAL FUND EXPENDITURES	\$ 9,178,321	\$ 480,755	\$ 9,659,076

SUBTOTAL OF ALL OPERATING GENERAL FUND EXPENDITURES	\$ 9,178,321	\$ 480,755	\$ 9,659,076
I. PROPRIETARY FUND			
A. Okra Strut:	<u>\$ 171,750</u>	<u></u>	<u>\$ 171,750</u>
TOTAL EXPENDITURES OF ALL FUNDS	<u>\$ 9,350,071</u>	<u>\$ 480,755</u>	<u>\$ 9,830,826</u>

REVENUES

I. GENERAL FUND	Original	Amended	Amended Budget
A. Operating Revenues:	\$ 7,792,821		\$ 7,792,821
B. Sanitation Collections	\$ 1,385,000		\$ 1,385,000
B. Appropriation for undesignated	<u>\$ -</u>	<u>\$ 480,755</u>	<u>\$ 480,755</u>
SUBTOTAL OF ALL OPERATING GENERAL FUND REVENUES	\$ 9,177,821	\$ 480,755	\$ 9,658,576
I. PROPRIETARY FUND			
A. Okra Strut:	<u>\$ 143,500</u>	<u></u>	<u>\$ 143,500</u>
TOTAL REVENUE OF ALL FUNDS	<u>\$ 9,321,321</u>	<u>\$ 480,755</u>	<u>\$ 9,802,076</u>

THEN, THEREFORE, these amendments and the amended budget are hereby ratified this 20th day of August 2024

William O. Danielson, Mayor

ATTEST:

Renee Caviness, Municipal Clerk



Staff Report

Resolution for the 2024 MASC Hometown Economic Development Grant

DATE: August 20, 2024

TO: Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: MASC HEDG Grant Resolution

ACTION REQUESTED: Approve a Resolution to match the MASC HEDG grant

Background

The Municipal Association of South Carolina offers a Hometown Economic Development Grant (HEDG) every year in the amount of \$25,000. From the MASC website:

The Municipal Association of South Carolina [awards] Hometown Economic Development Grants to 12 cities and towns. Up to \$25,000 each, the grants are intended to support those economic development projects that will make a positive impact on a municipality's quality of life. The grant program also promotes and recognizes innovation in economic development practices.

The Municipal Association board of directors created the program to fund projects that will produce measurable results, that can be maintained over time and illustrate best practices that can be replicated in other cities.

The Town of Irmo is applying this year for a grant to fund a townwide signage plan. The Town and its affiliates have already begun some signage changes around town, such as banners and utility wraps. This plan would help redesign the welcome signs and choose locations for those signs, design a wayfinding sign system, design banners and find locations for those, find new locations for utility wraps, and design bespoke street signage.

Increasing the Town's attractiveness and better defining our borders are strategies in the Town's new Strategic Plan.

This resolution pledges to match the \$25,000 MASC grant by at least \$25,000. The Town does not yet know the cost of the study, but that is only the first stage, as all new welcome to town signs and the other signs will cost considerably in excess of \$25,000 over the coming years.

Staff Recommendation

Staff recommends **APPROVAL** of the resolution.



Staff Report

DATE: Council Meeting: August 20, 2024
TO: Irmo Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Easement – Irmo Veterans Park
ACTION REQUESTED: Approval of an easement for Spectrum Communications

Background

The development of the Bickley Station neighborhood has prompted Spectrum Southeast to install fiber internet infrastructure to service the new area. To facilitate this installation, Spectrum Southeast is requesting an easement through a section of Irmo Veterans Park. The purpose of this easement is to allow the placement of fiber internet lines that will connect to Bickley Station.

Currently, the utility easement in the area contains water, sewer, and gas lines. To avoid disrupting these existing utilities during the fiber installation, Spectrum Southeast has proposed moving 12 feet behind the existing sidewalk. This adjustment ensures that the installation process will not disrupt current utility services.

Both Director Cline and I have conducted a site visit with representatives from Spectrum Southeast. After reviewing the proposed plans and assessing the area, we are comfortable with this easement. We do not believe it will negatively impact the park or the surrounding utilities.

Recommendation

Approval of an easement for Spectrum Southeast.

EXHIBIT "A"

Whereas, this Easement is for a Buried cable beginning at the South West corner of the referenced parcel, the easement being 12 feet +/- behind the existing sidewalk and continuing in an Easternly direction for 400 feet more or less then making a 90 degree turn and terminating at the edge of Palmetto Woods Parkway.



Staff Report

DATE: Council Meeting: August 20, 2024
TO: Irmo Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Gazebo at the Irmo Veterans Park
ACTION REQUESTED: Approval of Plans for the Gazebo at the Irmo Veterans Park

Background

The land for the Irmo Veterans Park was generously donated to the Town of Irmo in 2012 by Dr. Serb Guram. As part of this donation, an agreement was made to construct a gazebo on the property once the adjoining land owned by Dr. Guram was developed.

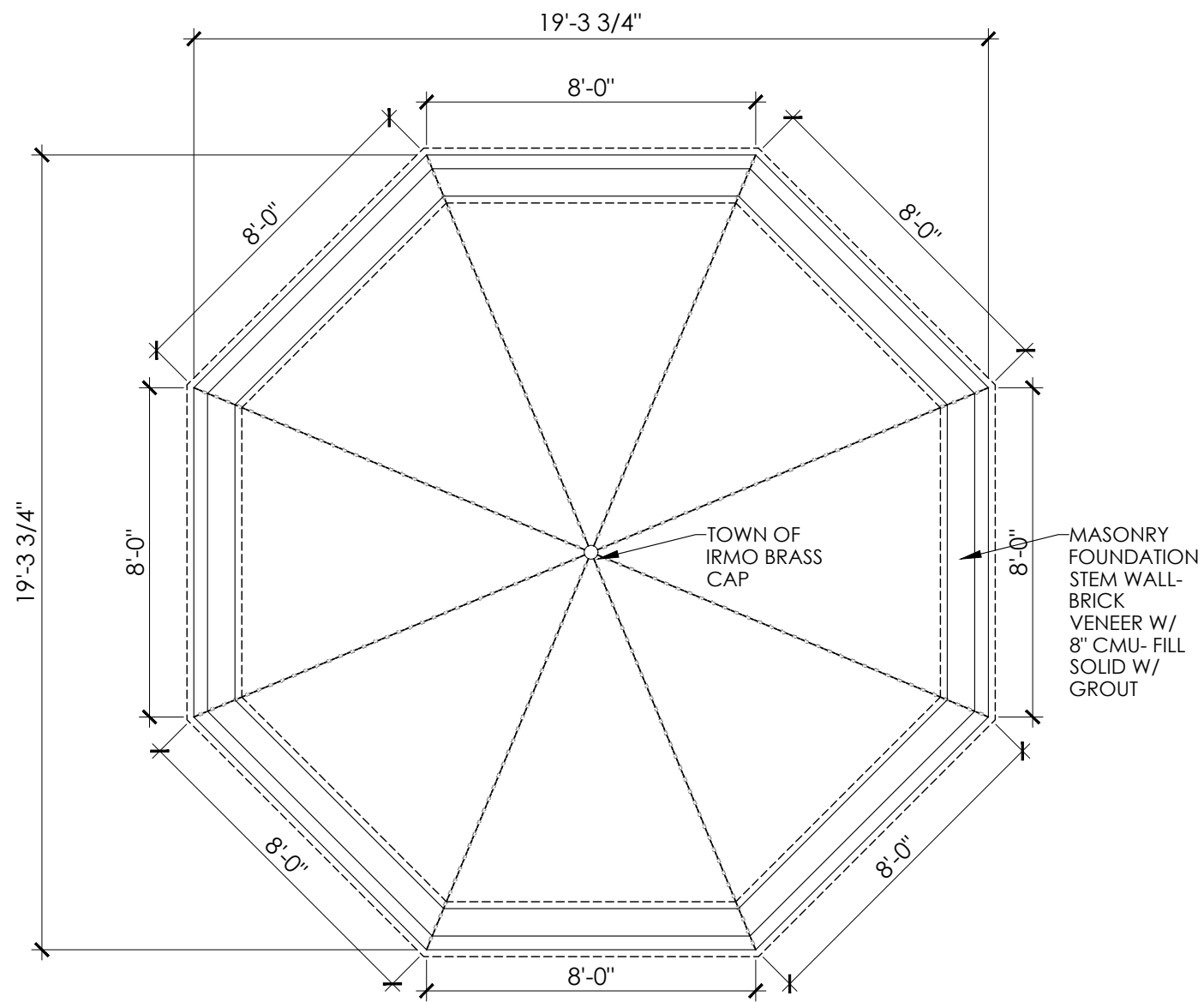
The adjoining property has since been sold to Great Southern Homes to develop Bickley Station.

As part of the land purchase by Great Southern Homes, they have committed to constructing the gazebo at their own expense within Irmo Veterans Park.

Great Southern Homes has worked with Director Whitt Cline and Attorney Jake Moore to develop detailed plans for the gazebo.

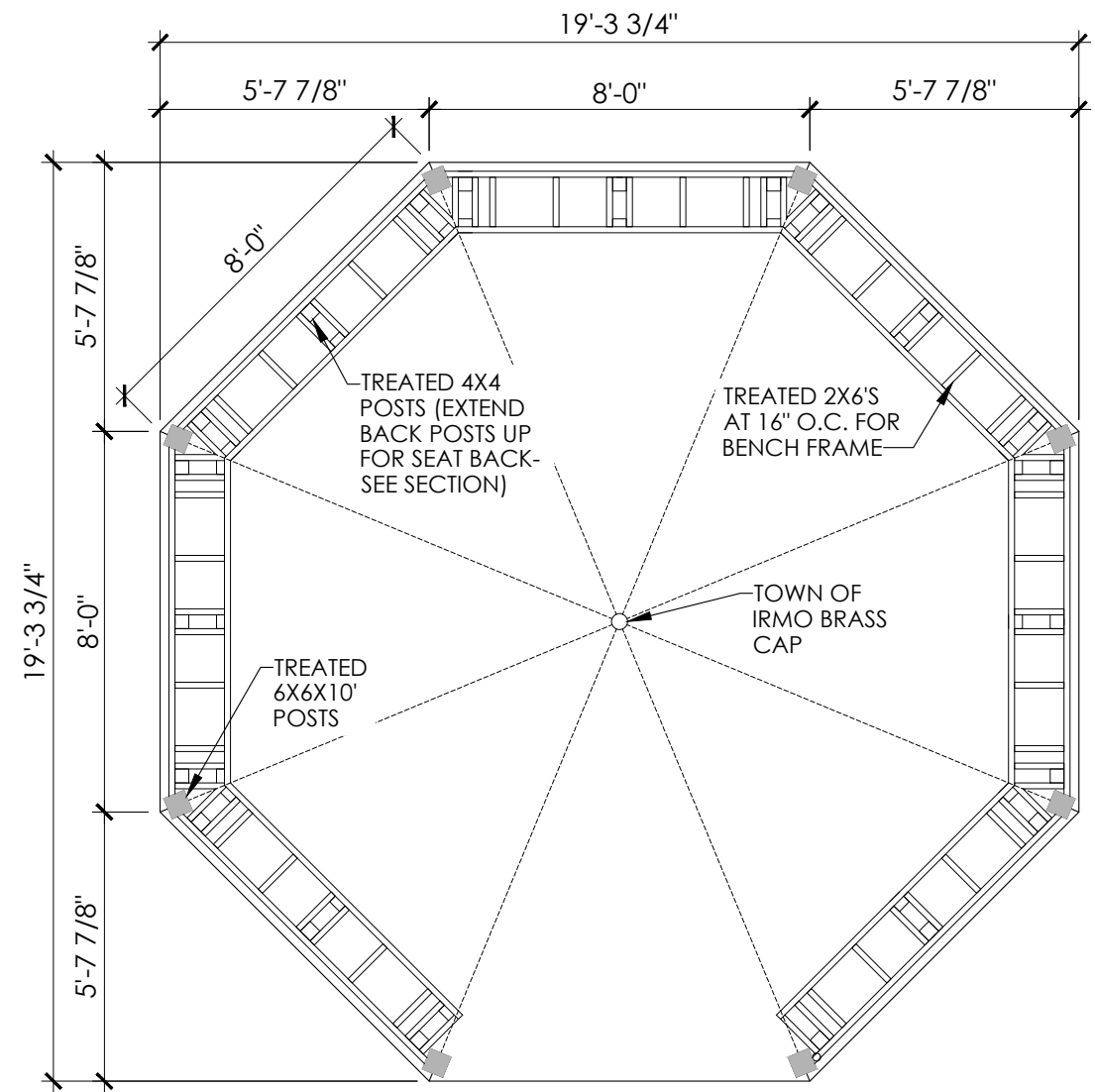
Recommendation

Approval of the plans for the construction of a gazebo at the Irmo Veterans Park.



FOUNDATION PLAN

SCALE: 1/4" = 1'-0"



FLOOR PLAN

SCALE: 1/4" = 1'-0"



AMENITY GAZEBO
TOWN OF IRMO

DRAWN	REVISION NO.	REVISION DATE	DESCRIPTION
EBP			
CHECKED			
DATE 07/11/24			
PROJ. NO.			
PRINTED			

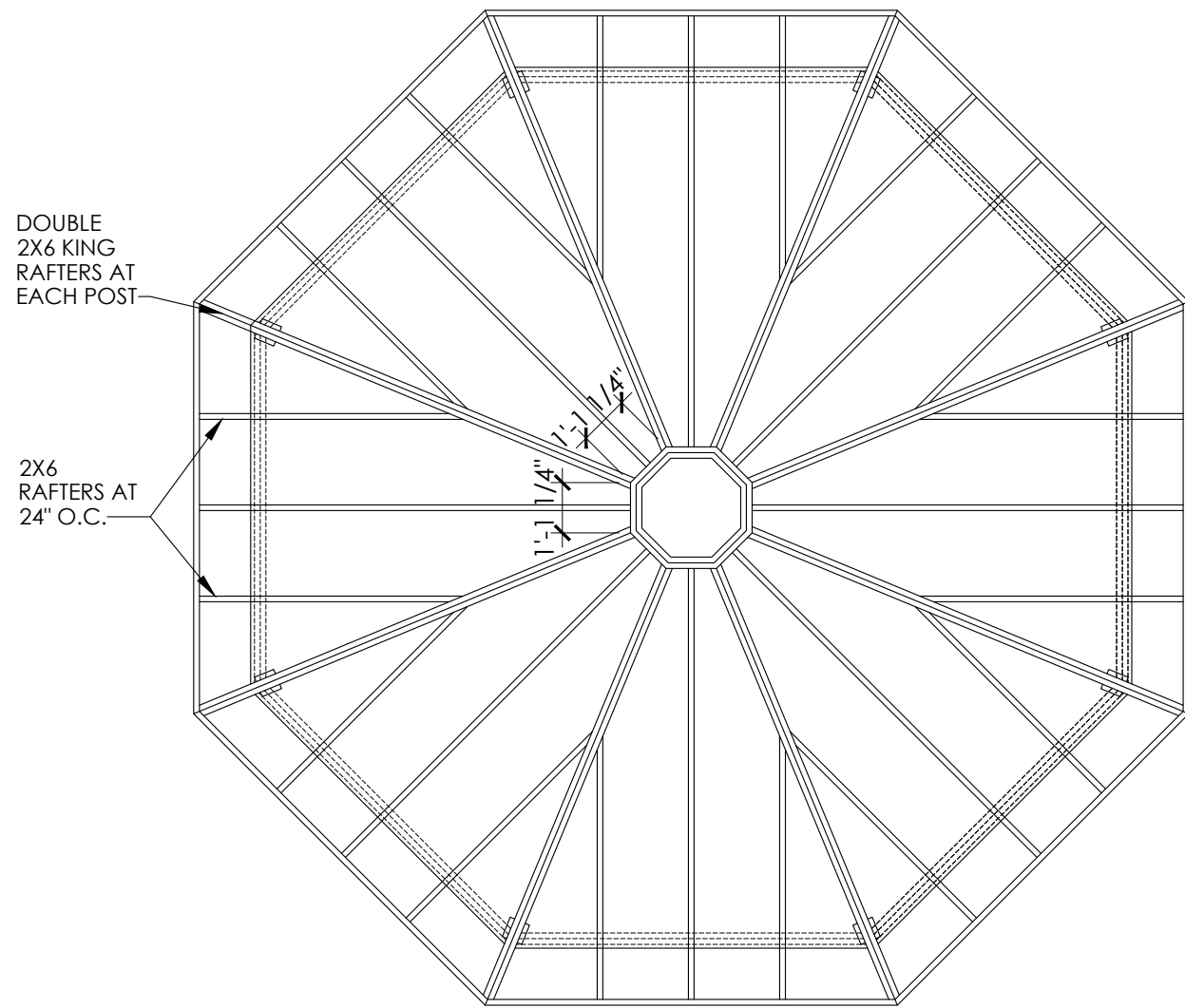
THESE PLANS, DRAWINGS AND/OR DOCUMENTS AND THE INFORMATION CONTAINED THEREIN ARE CONFIDENTIAL AND PROPRIETARY TO FIRST STAR HOMES, INC. D/B/A GREAT SOUTHERN HOMES AND ARE "TRADE SECRETS" AS DEFINED BY S.C. CODE ANN. §39-8-20 (5)(a) AND (b)

COPYRIGHT © 2021

GREAT SOUTHERN HOMES CANNOT GUARANTEE AGAINST ERRORS AND OMISSIONS WITHIN THESE PLANS. THE CONTRACTOR MUST VERIFY ALL DIMENSIONS AND MAY ADJUST THE CONSTRUCTION ACCORDINGLY TO STANDARDS

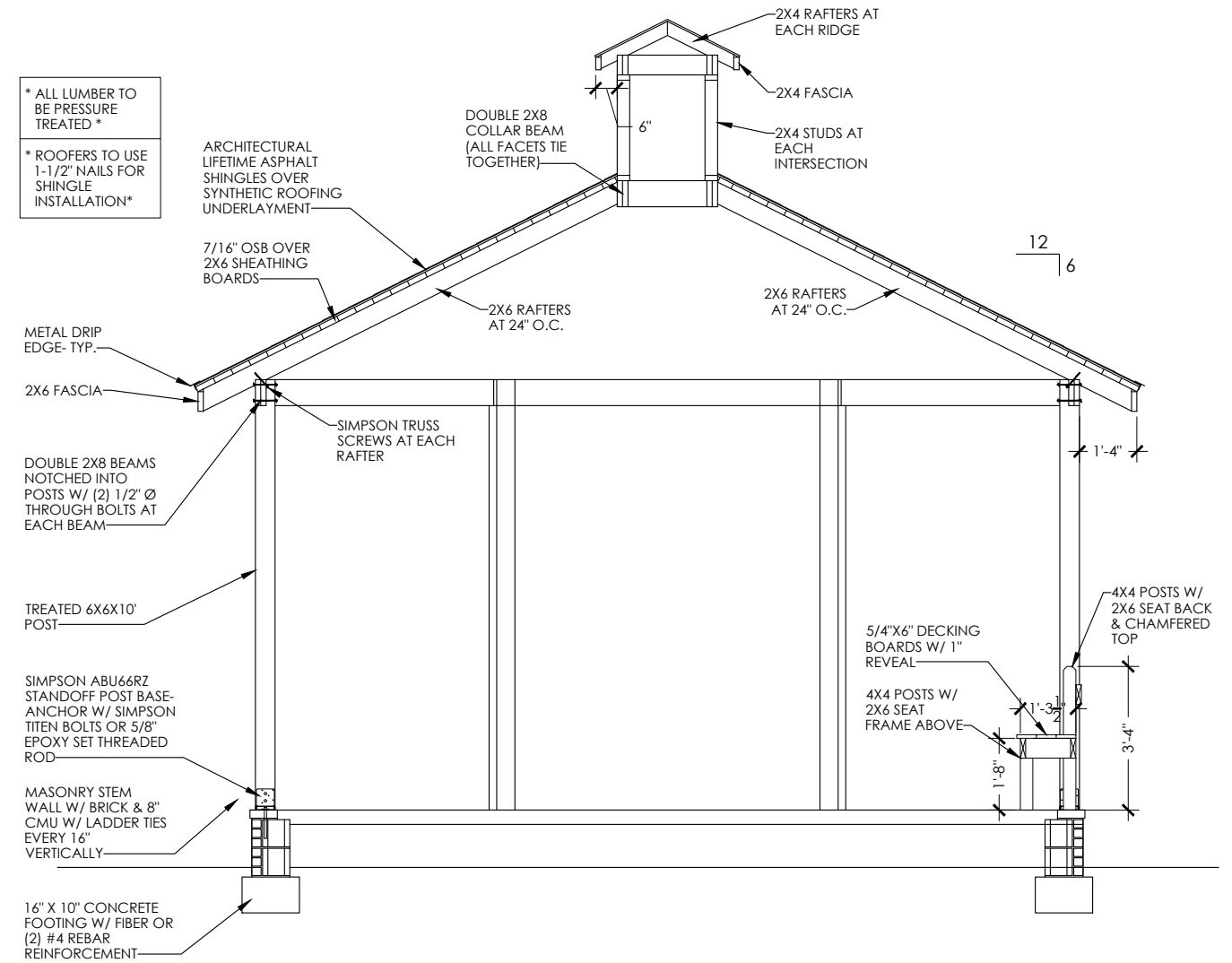
DRAWING TITLE
PLANS

DRAWING NO.
A-1



FRAMING PLAN

SCALE: 1/4" = 1'-0"



SECTION

SCALE: 1/4" = 1'-0"



AMENITY GAZEBO
TOWN OF IRMO

DRAWN	REVISION NO.	REVISION DATE	DESCRIPTION
EBP			
CHECKED			
DATE 03/09/21			
PROJ. NO.			
PRINTED			

THESE PLANS, DRAWINGS AND/OR DOCUMENTS AND THE INFORMATION CONTAINED THEREIN ARE CONFIDENTIAL AND PROPRIETARY TO FIRST STAR HOMES, INC. D/B/A GREAT SOUTHERN HOMES AND ARE "TRADE SECRETS" AS DEFINED BY S.C. CODE ANN. §39-8-20 (5)(a) AND (b)

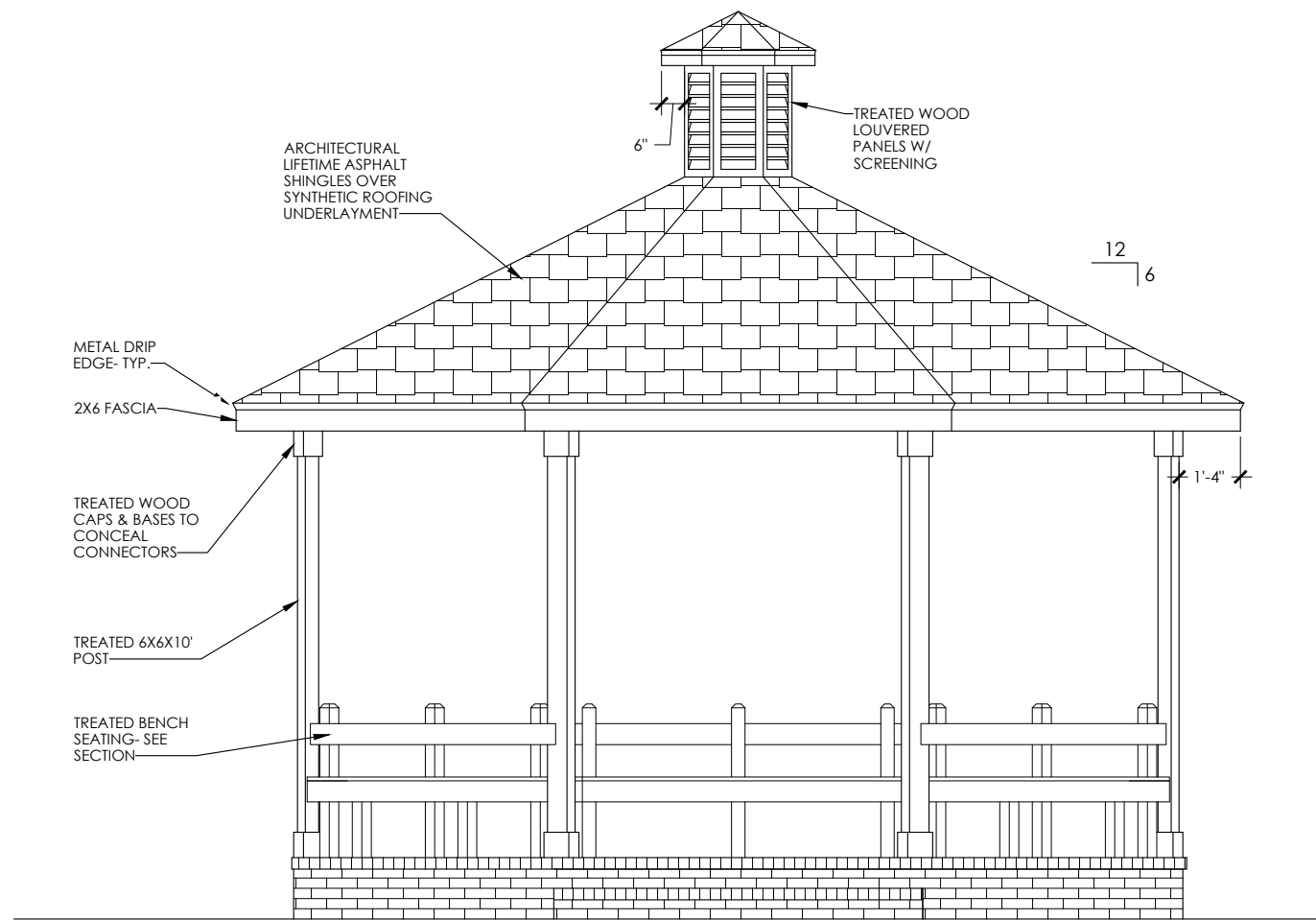
COPYRIGHT © 2021

GREAT SOUTHERN HOMES CANNOT GUARANTEE AGAINST ERRORS AND OMISSIONS WITHIN THESE PLANS. THE CONTRACTOR MUST VERIFY ALL DIMENSIONS AND MAY ADJUST THE CONSTRUCTION ACCORDINGLY TO STANDARDS

DRAWING TITLE
PLANS

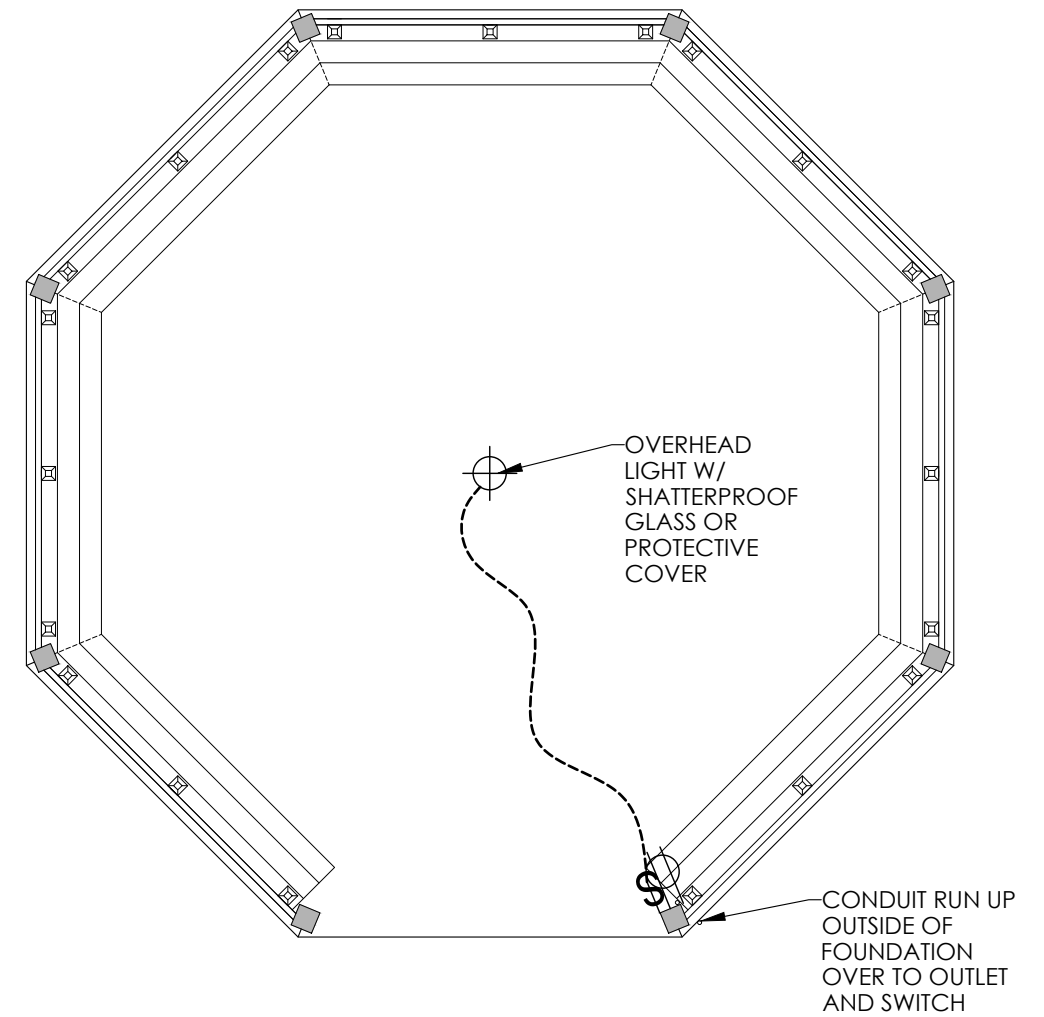
DRAWING NO.

A-2



FRONT ELEVATION

SCALE: 1/4" = 1'-0"



ELECTRICAL PLAN

SCALE: 1/4" = 1'-0"



AMENITY GAZEBO
TOWN OF IRMO

DRAWN	REVISION NO.	REVISION DATE	DESCRIPTION
EBP			
CHECKED			
DATE 03/09/21			
PROJ. NO.			
PRINTED			

THESE PLANS, DRAWINGS AND/OR DOCUMENTS AND THE INFORMATION CONTAINED THEREIN ARE CONFIDENTIAL AND PROPRIETARY TO FIRSTAR HOMES, INC. D/B/A GREAT SOUTHERN HOMES AND ARE "TRADE SECRETS" AS DEFINED BY S.C. CODE ANN. §39-6-20 (5)(a) AND (b)

COPYRIGHT © 2021

GREAT SOUTHERN HOMES CANNOT GUARANTEE AGAINST ERRORS AND OMISSIONS WITHIN THESE PLANS. THE CONTRACTOR MUST VERIFY ALL DIMENSIONS AND MAY ADJUST THE CONSTRUCTION ACCORDINGLY TO STANDARDS

DRAWING TITLE
ELEV. & ELEC.

DRAWING NO.
A-3



Staff Report

Appointment to the Planning Commission and the Accommodations Tax Advisory Board

DATE: August 20, 2024

TO: Irmo Town Council

FROM: Douglas Polen, Assistant Town Administrator

SUBJECT: Appointments to the Planning Commission and Accommodations Tax Advisory Board

ACTION REQUESTED: Appoint members to the Planning Commission and Accommodations Tax Advisory Board

Planning Commission

Background

Per the Town of Irmo Code of Ordinance, Sec. 2-292, the Planning Commission consists of seven members appointed to staggered terms running four years each and commencing on April 1st. The term of one member is currently at an end – Robert Cox. The Town has advertised this opening and has received one application to fill this position. The interested applicant is as follows:

- Robert Cox (incumbent)

All appointees will have terms that run from September 1, 2024 – March 31, 2028.

Staff Recommendation

Mr. Cox has been on the Planning Commission for four years, has attended meetings faithfully, and currently serves as the Vice-Chair. Staff recommends re-appointing Mr. Cox to the Planning Commission.

Accommodations Tax Advisory Committee

Background

Per the Town of Irmo Code of Ordinance, Sec. 2-295,

The advisory committee shall consist of seven members to be appointed by the council, consisting of four from the hospitality industry with two of those from the lodging industry, where applicable. These individuals must work and/or reside in the town or the county receiving the revenue. One member must represent the cultural arts within the town, with the remaining two members can be at-large with preference given in the following order: Town resident, town business owner, town property owner or finally a member of Richland/Lexington School District 5.

The terms of two members are currently at an end – Debbie Turbeville and Breanna Strong – while one member – Meta James – is no longer qualified to serve as a representative of the lodging industry.

The Town has advertised these openings and has received two applications to fill these positions. The interested applicants are as follows:

- Roberto Brandon (Lodging)
- William Reid (At-Large)

All appointees will have terms that run from September 1, 2024 – August 31, 2027.

Staff Recommendation

Mr. Brandon is the General Manager of Stay Apt Suites and Mr. Reid lives in Richland Lexington School District 5, making both eligible for the A-Tax Board. Staff recommends appointing Mr. Brandon and Mr. Reid to the A-Tax Advisory Board.