

Lancaster County Council Infrastructure and Regulation Committee Regular Meeting Agenda

Tuesday, August 15, 2017

**County Council Conference Room
County Administration Building
101 N. Main Street
Lancaster, SC 29720**

1. **Call to Order Regular Meeting – Committee Chair Larry Honeycutt** 3:00 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Citizens Comments**
4. **Approval of Minutes from the July 12, 2017 I&R Committee meeting** – pgs. 2-5
5. **Discussion / Action Items**
 - a. Discussion of concept – county office space in Indian Land – *Steve Willis – pg. 6*
 - b. IT blocks and filters for the Library – *Rita Vogel*
 - c. Discussion of Cauthen property on Highway 9 – *Larry Honeycutt*
 - d. Update on Animal Shelter and Garage – *Larry Honeycutt*
6. **Adjournment**

Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in advance of this meeting.

Lancaster County Council Infrastructure and Regulation Committee agendas are posted at the Lancaster County Administration Building and are available on the Website: www.mylancastersc.org



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Members of Lancaster County Council

I & R Committee

Larry Honeycutt, District 4, Chairman

Terry Graham, District 1

Billy Mosteller, District 3

Minutes of the Lancaster County Council Infrastructure and Regulation Committee Meeting

101 N. Main Street, Lancaster, SC 29720

Wednesday, July 12, 2017

Council Members present were Larry Honeycutt, Terry Graham and Billy Mosteller. Also present were John Weaver, Steve Willis, Sherrie Simpson, Ken Holt of Holt Consulting Company, LLC, and various department heads. A quorum of the Lancaster County I & R Committee was present for the meeting.

The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, *Fort Mill Times*, Cable News 2, Channel 9 and the local Government Channel. The agenda was also posted in the lobby of the County Administration Building and on the county website for the required length of time.

Call to Order

Chairman Larry Honeycutt called the meeting to order at 3:00 p.m.

Approval of the agenda

Terry Graham moved to approve the agenda, but asked that the order of the Discussion/Action Items be changed so that Item 5f be presented first. Seconded by Billy Mosteller. Passed by unanimous vote of 3-0.

Citizens Comments

Nadine Day, 3024 Everett Lane, Indian Land, SC, spoke regarding the transportation of kittens to a rescue in Maryland.

Janine Gross, 15155 Legend Oaks Court, Indian Land, SC, spoke regarding the adoption of kittens. She provided a handout attached as Schedule A.

Approval of Minutes

Billy Mosteller moved to approve the minutes of the June 13, 2017 I&R Committee meeting. Seconded by Terry Graham. Passed by unanimous vote of 3-0.

Discussion / Action Items

Grant to fund the apron expansion project at the Airport.

Due to time constraints for the presenters, this item was moved from last to first on the Discussion/Action Items list. Ken Holt from Holt Consulting Company, LLC, explained that the FAA grant for the airport heavy aircraft apron appears to be moving forward and he provided a handout attached as Schedule B. He stated that he is working on lining up sub-consulting partners for oversight of construction.

Billy Mosteller moved that the FAA grant for the Airport apron expansion be moved to full Council with a favorable recommendation from the I&R Committee. Seconded by Terry Graham. Passed by unanimous vote of 3-0.

Ordinance regarding Repeal of County Code section 12-21.

Ordinance Title: An Ordinance To Repeal Section 12-21 Of The Lancaster County Code Of Ordinances Related To Solid Waste Collection Business Licenses: And To Provide For Matters Related Thereto.

Steve Willis explained that an older section of the County Code imposes a business license fee on solid waste collection vendors. He stated that this section of the Code has never been enforced and Council has indicated in the past that they do not want to have business licenses.

Billy Mosteller moved to send the Ordinance repealing County Code section 12-21 to full Council with a favorable recommendation from the I&R Committee. Seconded by Terry Graham. The motion passed by unanimous vote of 3-0.

Ordinance regarding separating duties of Building and Zoning Department.

Ordinance Title: An Ordinance To Amend Article IV Of Chapter 25 Of The Lancaster County Code So As To Separate Duties Of The Building Department And The Zoning Department; And To Provide For Matters Related Thereto.

Steve Willis explained that Building and Zoning are two separate departments now and the County Code needs to be updated to reflect the separation of the departments.

Billy Mosteller moved that the Ordinance separating the duties of the Building and Zoning Departments be moved to full Council with a favorable recommendation from the I&R Committee. Seconded by Terry Graham. Passed by unanimous vote of 3-0.

Request by Habitat for Humanity for building permit fee waiver for Habitat store.

Steve Willis explained that Habitat for Humanity is requesting a building permit fee waiver for their new Habitat store. He stated that if the I&R Committee agrees with the waiver of the building permit fee, then the waiver will be handled administratively and it does not need to go before full Council for a vote.

Terry Graham moved that Steve Willis be allowed to waive the building permit fee for the Habitat Store. Seconded by Billy Mosteller. Passed by unanimous vote of 3-0.

Animal Shelter update.

Steve Willis explained that the new animal shelter will need to have a capacity limit and he provided a handout attached as Schedule C.

Discussion of potential building projects.

Steve Willis explained that the I&R Committee needs to prioritize the capital building needs and make recommendations to full Council. He stated that his recommended priority order for building projects can be found on Page 19 of the agenda packet. He reviewed the building projects with the Committee and he stated that the Committee will continue to discuss these projects.

Billy Mosteller stated that it is essential that design plans for a new county animal shelter begin sooner rather than later. While the specific location has yet to be decided upon, he stated that the location owned by Lancaster County that presently is occupied by the Farmers Market on the south side of Highway 9 east of Lancaster is an appropriate location for the new shelter. He moved that the Procurement Director be assigned the task of drafting a Request for Qualifications (RFQ) that can be sent out and advertised in search of an architectural firm that has the qualifications and experience to submit a design proposal for a new animal shelter for Lancaster County. The design proposal should conform to any national standards for facilities such as this. In conjunction with this RFQ, he moved that the Budget Director and Administrator set a proposed budget for the overall design and construction of the facility prior to a formal Resolution going to full Council. Seconded by Terry Graham. Passed by unanimous vote of 3-0.

Executive Session

Terry Graham moved that the I&R Committee go into Executive Session to discuss a proposed contractual matter (SC Code 30-4-70(2)). Seconded by Billy Mosteller. The motion to go into Executive Session passed by unanimous vote of 3-0.

Billy Mosteller moved to come out of Executive Session. Seconded by Terry Graham. The motion to come out of Executive Session passed by unanimous vote of 3-0.

Adjournment

Terry Graham moved to adjourn the I&R Committee meeting. Seconded by Billy Mosteller. The motion to adjourn passed by unanimous vote of 3-0.

Respectfully Submitted:

Approved by the I & R Committee

Sherrie Simpson
Clerk to Council

Larry Honeycutt, Chairman

Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item
Contact Person / Sponsor:	Steve Willis
Department:	Administration
Date Requested to be on Agenda:	August I&R Committee

Issue for Consideration:

Discussion of concept – county office space in Indian Land.

Points to Consider:

We have several departments that have indicated a need for non-full time office space in Indian Land to meet the need for direct services in the most rapidly growing part of Lancaster County.

As Administrator I concur with their assessment and would like to look at placing a single department there full time – Stormwater. Their entire service area is in Indian Land and it makes sense to have their operation based there.

We currently have over 93% of all building permit activity taking place in Indian Land. Currently building inspectors are commuting from the Lancaster office to the job sites. This is non-productive time. I would like to place the majority of inspectors (no plan review, permitting, or supervisory staff) in this proposed facility.

The balance of space would be utilized on a one or two day per week basis to better serve a large portion of our population. This would include departments such as Auditor, Treasurer, Veterans Affairs, and Election and Voter Registration.

Other departments would utilize the office/ conference room space on an “as needed” basis to meet customers from that area. This would include Assessor, Zoning, Tax Collection, Planning, and Economic Development.

We propose to lease space initially. We need to see how the actual demand works out as well as what may happen with municipal incorporation. That would have no impact on areas such as Auditor, Treasurer, Assessor, and Tax Collection but could have a significant impact in Building Inspections.

Funding and Liability Factors:

To be determined based upon the needs of the offices but initial costs would be leased space in a shopping center in Indian Land.

Council Options:

Authorize funding for space in such a facility or not. This would be dependent upon a final report to include full cost estimates and specified usage times.

Staff Recommendation:

Proceed with the analysis. We have a need for the space to better serve our residents in a rapidly growing area.

Committee Recommendation:

To be determined.