

# Lancaster County Council Infrastructure and Regulation Committee Regular Meeting Agenda

Tuesday, November 14, 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 October 10, 2017 I&R Committee regular meeting – pgs. 2-5**
5. **Discussion / Action Items**
  - a. **Resolution regarding Trap/Neuter/Return project**  
Resolution Title: A Resolution To Support A Free Roaming Cat Program In Lancaster County To Implement The Trap, Neuter, And Return Method As An Effective Way To Deal With Stray And Feral Cats. – *Steve Willis – pgs. 6-8*
  - b. Revisiting the concept of Impact Fees in the panhandle – *Steve Willis – pgs. 9-35*
  - c. Discussion of 2018 calendar (Final adoption will be held at the November 27<sup>th</sup> Council Meeting) – *Steve Willis – pgs. 36-39*
  - d. Verbal update on hour changes for the County Recycling Centers – *Jeff Catoe – pg. 40*
  - e. Update on Municipalities and Parks and Recreation – *Steve Willis/Hal Hiott – pg. 41*
  - f. Update on Animal Shelter – *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](http://www.mylancastersc.org)*



## **Minutes of the Lancaster County Council Infrastructure and Regulation (I & R) Committee Regular Meeting**

101 N. Main Street, Lancaster, SC 29720

Tuesday, October 10, 2017

Council Members present were Larry Honeycutt, Terry Graham, Billy Mosteller and Steve Harper. Also present were John Weaver, Steve Willis, Sherrie Simpson, Veronica Thompson 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 posted in the lobby of the County Administration Building and also on the county website for the required length of time.

### **Call to Order**

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

### **Approval of the agenda**

Billy Mosteller moved to approve the agenda. Seconded by Terry Graham. The Committee approved the agenda by unanimous vote of 3-0.

### **Citizens Comments**

There were no citizens that came forward for comments.

## **Consent Agenda**

Terry Graham moved to approve the Consent Agenda, which includes the approval of the minutes for the following I&R Committee meetings: (1) August 9, 2017 Special meeting, (2) August 15, 2017 Regular meeting, (3) August 30, 2017 Special meeting and (4) August 31, 2017 Special meeting. Seconded by Billy Mosteller. The Committee approved the Consent Agenda by unanimous vote of 3-0.

## **Discussion / Action Items**

### **Ordinance 2017-1478 regarding First Amendment to the Avondale Development Agreement**

Ordinance Title: An Ordinance To Approve A First Amendment To The Development Agreement Avondale Development; To Authorize Certain County Officials To Execute And Deliver The First Amendment To The Development Agreement Avondale Development.

John Weaver explained that the original Development Agreement with the Avondale Development called for the developer to pay \$225,000 to the County for upgrades at the intersection of Calvin Hall Road and Harrisburg Road. He stated that the County staff has recommended a roundabout at the intersection. He noted that this Amendment to the Avondale Development Agreement will change the Developer's obligations in regards to this intersection. First, he explained that, with this Amendment, the Developer will be responsible for all costs of completing the roundabout for the intersection and, second, that the \$225,000 payment to the County will be removed because the Developer will now be solely responsible for the costs.

He noted that the South Carolina Department of Transportation has approved the design for the intersection. Billy Mosteller moved that Ordinance 2017-1478 be moved 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.

### **Hospitality Tax funds for Buford Recreation Center.**

Hal Hiott discussed a list of 10 things that the Joint Recreation Commission would like to finish at the Buford Recreation Center to make it a viable facility for tournaments and he stated that they would like to use Hospitality Tax funds to make the upgrades. He stated that the first items they would like to complete would be field lighting, fencing and irrigation. He stated that it would be cheaper to complete the lighting of the fields all at once. He explained that the remainder of the items, including parking, would be completed later. Kim Hill stated the money is already in the Hospitality funds but it would require a Resolution to transfer the money for expenditure. The Committee discussed how making the Buford Recreation Center "tournament ready" will effect tourism in Lancaster.



Billy Mosteller moved that the approval for using Hospitality Tax funds for upgrades at the Buford Recreation Center be moved 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.

## **Update on Animal Shelter.**

Larry Honeycutt stated that the Committee and staff visited the animal shelter in Monroe, North Carolina. The Committee discussed the advantages and disadvantages of the Monroe shelter and various other shelters that they have visited. Larry Honeycutt stated that the County is continuing to work towards a new shelter.

## **Discussion of Indian Land Satellite Office.**

Terry Graham stated that the Indian Land residents support the satellite office. He stated that he prefers to call it a service center rather than a satellite office. He explained that there are two critical components for the service center: (1) that the departments have to use their current employees to staff the service center office and (2) the County needs to clearly communicate to the community what departments will be there on what days and during what hours and then the departments need to be there if they advertise they are going to be there.

Billy Mosteller stated that the satellite office does not mean there will be new staff. He recommended that departments pick their slower days in the County to send staff to the satellite office. He also stated that there needs to be some sort of accountability to evaluate whether or not the program is working and if there is enough traffic to warrant the additional office. Larry Honeycutt suggested using a system of appointments at the satellite office.

Steve Yeargin reviewed the floor plan for the satellite office, attached as Schedule A, with the Committee. Larry Honeycutt asked how many employees the office can hold at one time. Steve Yeargin stated that the office can hold 20 employees. Steve Harper stated that County Council needs an update regarding the traffic at the new Indian Land satellite office after it has been open about six months. The Committee and staff discussed various configurations of the office space for the satellite office. Carrie Helms discussed her concerns regarding staffing for the Treasurer's office in Lancaster and at the satellite office. She discussed the potential of paying taxes online. Susan Wallace discussed mobile services provided by the Auditor's office and staffing for the Auditor's office. Terry Graham moved that the acceptance of the lease for the satellite office be moved to full Council with a favorable recommendation from the I & R Committee. Seconded by Billy Mosteller. The motion passed by unanimous vote of 3-0.



**DRAFT**

### **Adjournment**

Steve Willis noted for the record that the Committee will be leaving to tour the old LCI building after the meeting. Terry Graham moved to adjourn the meeting and to adjourn to the old LCI building. Seconded by Billy Mosteller. The motion to adjourn and tour the old LCI building passed by unanimous vote of 3-0. The I&R Committee meeting adjourned at approximately 3:50 p.m. and the Committee members left to tour the old LCI building.

Respectfully Submitted:

Approved by the I & R Committee

Sherrie Simpson  
Clerk to Council

\_\_\_\_\_  
Larry Honeycutt, Chairman

## Agenda Item Summary

Ordinance # / Resolution#:	Resolution – Number to be Assigned
Contact Person / Sponsor:	Steve Willis
Department:	Administration
Date Requested to be on Agenda:	November I&R Committee November 27, 2017 Council Meeting

**Issue for Consideration:**

Resolution formally adopting the Trap/ Neuter/ Return (T/N/R) project.

**Points to Consider:**

Council has approved this via the annual budget but we have taken no action regarding the “return” portion of the project.

This Resolution adopts the T/N/R method of dealing with stray cats in Lancaster County.

In the interest of full disclosure, this Resolution is heavily plagiarized from Spartanburg County, which has a model T/N/R program.

**Funding and Liability Factors:**

N/A – already in annual budget.

**Council Options:**

Approve or reject the Resolution.

**Staff Recommendation:**

Approve the Resolution.

**Committee Recommendation:**

To be determined.

STATE OF SOUTH CAROLINA       )  
  )  
COUNTY OF LANCASTER        )

RESOLUTION NO. 097??-R2017

**A RESOLUTION**

**TO SUPPORT A FREE ROAMING CAT PROGRAM IN LANCASTER COUNTY TO IMPLEMENT THE TRAP, NEUTER, AND RETURN METHOD AS AN EFFECTIVE WAY TO DEAL WITH STRAY AND FERAL CATS.**

Be it resolved by the Council of Lancaster County, South Carolina:

**Section 1. Findings.**

WHEREAS, Lancaster County Council further finds that free roaming cats increase the number of strays and contribute to animal overpopulation, and

WHEREAS, Lancaster County Council seeks to reduce the feral and stray cat population by authorizing the implementation of a Free Roaming Cat Program ("Program"), as a humane way to address Lancaster County's Feral cat overpopulation, and

WHEREAS, the Program would implement the Trap, Neuter and Return (TNR) method, where the cat would be spayed or neutered, vaccinated, and ear tipped before being returned to the area where it was trapped, and

WHEREAS, the Program will be administered by the Lancaster County Animal Shelter which can collaborate with interested parties to further develop the growth of the Program as deemed acceptable.



**Section 2.      Adoption by County Council.**

By way of Resolution Number 097??-R2017 the Lancaster County Council hereby authorizes the implementation of a Free Roaming Cat Program in Lancaster County. Furthermore, the Lancaster County Animal Shelter Manager shall report to the Infrastructure & Regulation Committee semi-annually on the programs functionality and success.

**Section 3.      Effective date.**

This Resolution is effective upon its adoption.

**AND IT IS SO RESOLVED**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**LANCASTER COUNTY, SOUTH CAROLINA**

(SEAL)

\_\_\_\_\_  
Steve Harper, Chair, County Council

\_\_\_\_\_  
Larry Honeycutt, Secretary, County Council

**ATTEST:**

\_\_\_\_\_  
Sherrie Simpson, Clerk to Council

## Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item
Contact Person / Sponsor:	Steve Willis
Department:	Administration
Date Requested to be on Agenda:	November 2017
	All Three Committees

### **Issue for Consideration:**

Revisiting the concept of Impact Fees in the panhandle.

### **Points to Consider:**

Council had previously wanted to consider such a fee but only in the panhandle (north of SC 5) area of Lancaster County. This would mean that the proceeds from such a fee may only be spent in that portion of Lancaster County and not in other areas.

At this time I am only asking that the Committees (since this would affect all three areas I am sending this to all three Committees) refresh themselves on this idea and pose any questions they may have in December. Discussions would not commence until the January meetings.

### **Funding and Liability Factors:**

Sample financial impacts are shown but the final financial effect would of course depend upon the fee that is established.

### **Council Options:**

This is for discussion only at the Committee level at this time.

### **Staff Recommendation:**

Resume consideration of the idea with an eye towards implementing this fee to offset the cost of growth in the area that is generating most of the growth related problems.

### **Committee Recommendation:**

To be determined.



# **Indian Land/Van Wyck Impact Fee Study**

## **August 2017**

Prepared by:



[www.catawbacog.org](http://www.catawbacog.org)



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## OVERVIEW

The adoption of a Capital Improvements Program (CIP) is a statutory prerequisite to the imposition of impact fees. The CIP 2017-2026 prepared by Catawba Regional Council of Governments (CRCOG) and adopted by the Lancaster Council on June 26, 2017 is the companion report to this study and meets the requirements as stated in the South Carolina Development Impact Fee Act, SC Code of Laws Chapter 1, Article 9.

An impact fee system may be a useful tool for Lancaster County; however, impact fees have some limitations including:

- Can only be used to offset the proportion of capital expenses that may be attributed to a new development.
- May not be used to meet existing capital deficiencies.
- Capital equipment and vehicles must have an individual unit purchase price of at least \$100,000.
- Must be expended within five years of receipt or the County must return the funds to the developer who paid them.

This study contains analyses of the total capacity, the level of current usage and commitments of usage of capacity of existing public facilities. Robby Moody, AICP, Senior Planner, Catawba Regional Council of Governments prepared these analyses in consultation with responsible officials of Lancaster County and using generally accepted principles and professional standards. The geographic area for this study is the Indian Land/Van Wyck portion of Lancaster County and is further defined as census tracts 112.01 and 112.02.

## POPULATION TRENDS

The population of Lancaster County has grown significantly over the last decade primarily due to rapid development of the Indian Land/Van Wyck community. The US Census Bureau reported the population as 7,059 in 2000 and 19,729 in 2010 for a ten-year growth rate of 179.5%. Lancaster County as a whole grew to 76,652 residents or 24.9% during the decade of the 2000s. American Community Survey (ACS) data estimates for 2014 show continued population growth for Indian Land/Van Wyck to 21,810 residents; a 10.5% increase from 2010.

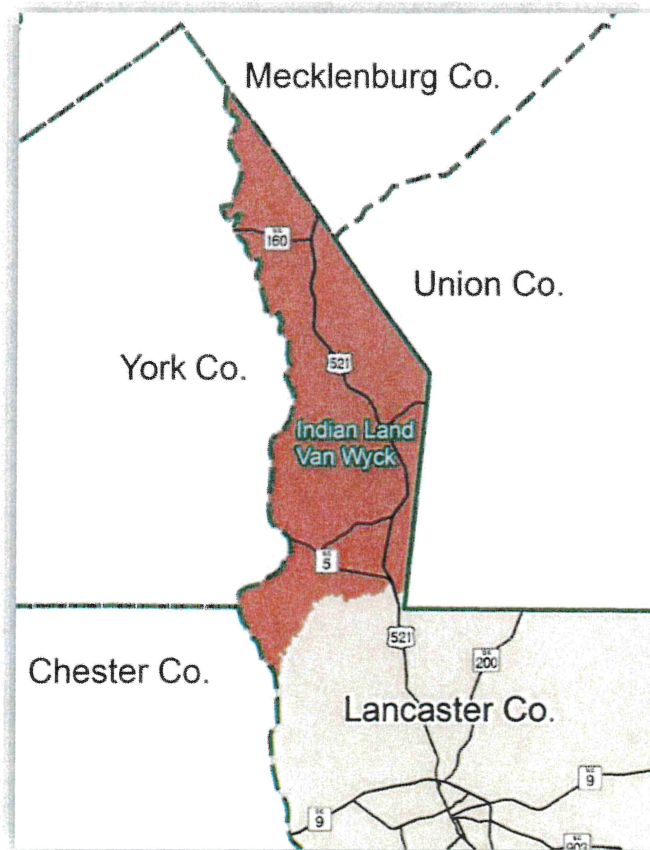
This accelerated rate of growth for Indian Land/Van Wyck reflects its premier location in the county and proximity to the Charlotte metropolitan area. Table 1 provides a summary of the population trend in Indian Land/Van Wyck and Lancaster County.

**Table 1 - Population 2000-2014**

Locality	2000 US Census	2010 US Census	2014 ACS Estimate	% change 2000-10	% change 2000-14
Lancaster Co.	61,351	76,652	79,515	24.9%	29.6%
Indian Land/Van Wyck	7,059	19,729	21,810	179.5%	209.0%

Source: US Census Bureau

Figure 1 shows the location of the Indian Land/Van Wyck study area in relation to Lancaster County and surrounding counties in the region.



**Figure 1 – Indian Land/Van Wyck Study Area**

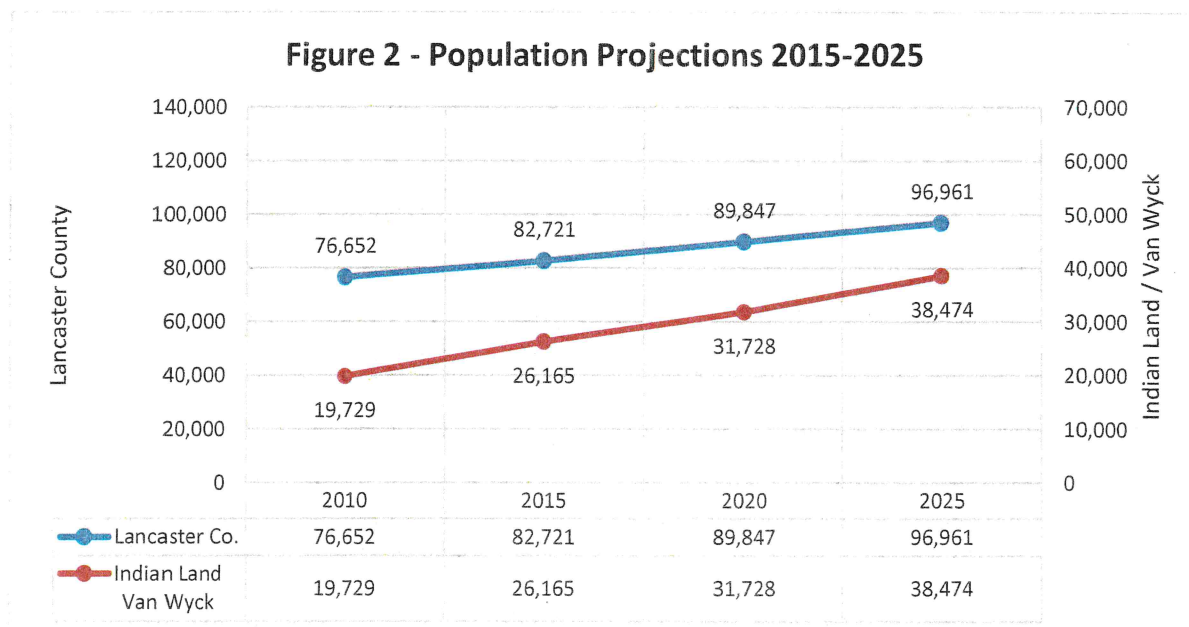


## POPULATION PROJECTIONS

While population estimates are prepared annually by the American Community Survey, reliable population projections are not as readily available. *CONNECT: Our Future*, a recent bi-state regional planning effort, set population and employment benchmarks for 2050. Based on this data Lancaster County is projected to have 119,800 residents and 32,400 employees. Esri's *Business Analyst* produced estimates and projections for Indian Land/Van Wyck and Lancaster County for 2015 and 2020.

Using these sources projections have been devised for the population of Indian Land/Van Wyck over the next ten years. These types of projections necessarily involve a level of speculation, because future growth rates could change dramatically from recent trends based on economic forces or policy modifications. However, in order to plan for the future, some projections of population need to be made.

**Figure 2 – Population Projections 2015-2025** provides a summary of population projections that show marked growth in both the County (96,961) and Indian Land/Van Wyck (38,474) to 2025. These projections assume that the rate of development will continue on average at 3% per year within Indian Land/Van Wyck.



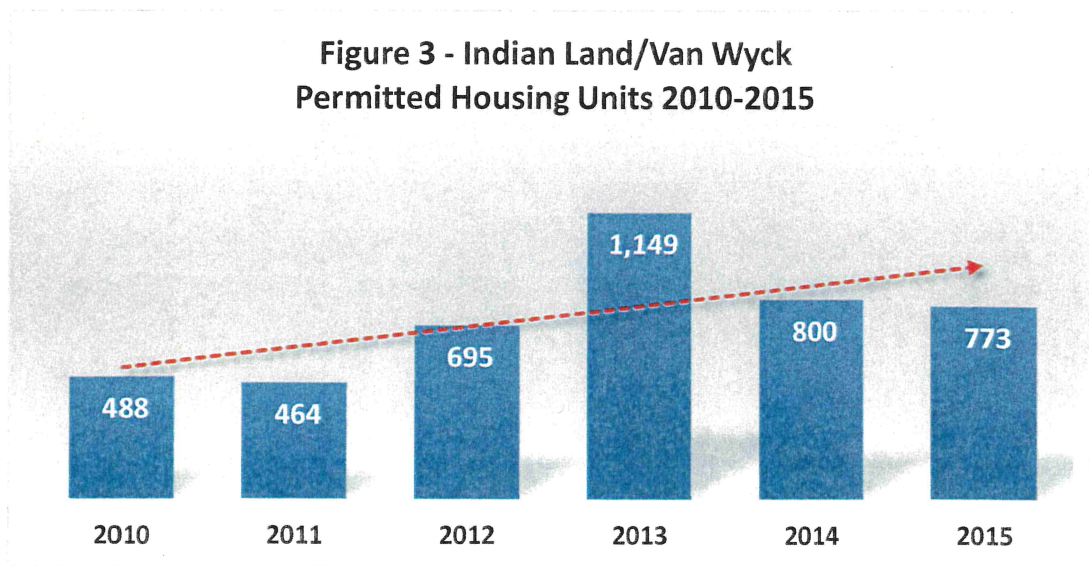
Sources: US Census Bureau, 2010, Table DP01; Esri Business Analyst 2015 & 2020 with computations by CRCOG

## PROJECTED LAND USE, GROWTH & DEVELOPMENT

Indian Land/Van Wyck is a rapidly developing community in northern Lancaster County. Its proximity and direct access via US Highway 521 to Charlotte has spurred the proliferation of single-family subdivisions and strip commercial developments along this corridor. Residential is the predominant land use in Indian Land/Van Wyck, with single-family housing out-pacing multi-family at a rate of almost 12:1.

Catawba Regional COG produces a report for its four-county region (Chester, Lancaster, Union and York) that examines building permit activity. This data provides valuable information and can be assigned to individual census tracts to help identify trends and prepare projections for future development. In the case of this study, Census Tracts 112.01 and 112.02 encompass the Indian Land/Van Wyck study area.

**Figure 3** depicts residential building permit activity from 2010 to 2015 in the study area. It is apparent construction activity accelerated in the post-recession years with a peak in 2013. The trend line has been positive and promises to continue based on the inventory of approved developments.



Source: Catawba Regional COG Building Permit Database

Several residential projects are in various stages of development in the study area. Some are under construction and others have received plan level approval. This study makes the assumption that developments that have been approved, but that are awaiting building permits will be completed during the 10-year horizon of the study.

The following series of tables was created to help calculate the average number of persons per household by housing category based on American Community Survey data as reported by the US Census Bureau.

**Table 2.1 – Occupied Housing Units**

<b>Housing Category</b>	<b>Units</b>
Single-family (Attached or Detached)	8,238
Mobile Home	809
Multi-family (2 or more units)	364
<b>Total</b>	<b>9,411</b>

Source: US Census Bureau, American Community Survey, 2010-2014, Table DP04

**Table 2.2 – Population in Occupied Housing Units**

<b>Housing Category</b>	<b>Units</b>
Single-family (Attached or Detached)	19,348
Mobile Home	2,049
Multi-family (2 or more units)	408
<b>Total</b>	<b>21,805</b>

Source: US Census Bureau, American Community Survey, 2010-2014, Table B25033

**Table 2.3 – Persons per Household in Occupied Housing Units**

<b>Housing Category</b>	<b>Units</b>
Single-family (Attached or Detached)	2.35
Mobile Home	2.53
Multi-family (2 or more units)	1.12
<b>Study Area Average</b>	<b>2.32</b>

Sources: US Census Bureau, American Community Survey, 2010-2014, Tables DP04 & B25033 with computations by CRCOG

Indian Land/Van Wyck averages 2.32 persons per occupied housing unit. **Table 3 - Projected Housing Units & New Residents by 2025** provides a summary of future housing units and residents per housing category.



**Table 3 - Projected Housing Units & New Residents by 2025**

Housing Category	Approved	Permitted	Projected	Residents
Single-family (Attached or Detached)	15,250	8,890	6,360	14,937
Multi-family (2 or more units)	3,200	1,994	1,206	1,352
<b>TOTAL</b>	<b>18,450</b>	<b>10,884</b>	<b>7,566</b>	<b>16,289</b>

Source: Lancaster County Planning Department as of December 31, 2015

Single-family housing units are projected to make up 84.1% of new residential development in Indian Land/Van Wyck resulting in approximately 15,000 new residents. The remaining 15.9% share of the housing market will consist of multi-family units drawing almost 1,400 additional residents. These projections exceed those shown in Figure 2 which forecasts approximately 10,000 new residents in Indian Land/Van Wyck by 2025.

The pace at which developments are approved, permitted and sold is market dependent and subject to change; therefore, these projections are intended to be informational for the purposes of this study.

Using 2010 US Census data, estimates from Esri's *Business Analyst* and incorporating the data from Table 3, the resulting figures and rate of change for population and housing units are shown in **Table 4 – Projected Growth Rates for Housing & Population**. Specifically, the projected number of new housing units and residents was added to the figures for 2015 to calculate the total for 2025. Data for 2020 was produced by Esri's *Business Analyst*. The annual growth rates for housing and population show strong consistency for the 15-year period. This sustained and accelerated growth will continue to strain County resources.

**Table 4 - Projected Growth Rates for Housing & Population**

Year	Occupied		Population	% Change
	Housing Units	% Change		
2010	8,008	--	19,729	--
2015	10,715	33.8%	26,165	32.6%
2020	12,997	21.3%	31,728	21.3%
2025	18,281	40.7%	42,454	33.8%

Sources: US Census Bureau 2010, Table DP04, Esri Business Analyst; CRCOG

These new homes and residents will increase the demand for all public services. In particular, demands on public safety including law enforcement, fire protection and emergency medical service and community facilities like recreation centers, parks and libraries create the need for additional facilities and equipment.

Therefore, it is prudent for local leaders to thoughtfully consider the tools available to ensure that the quality of life and existing levels of service (LOS) are not compromised for both current and future residents. To this end, there are several capital projects recommended in the Capital Improvements Program that are consistent with and supportive of the long term goals of Lancaster County.

## EXISTING LEVELS OF SERVICE



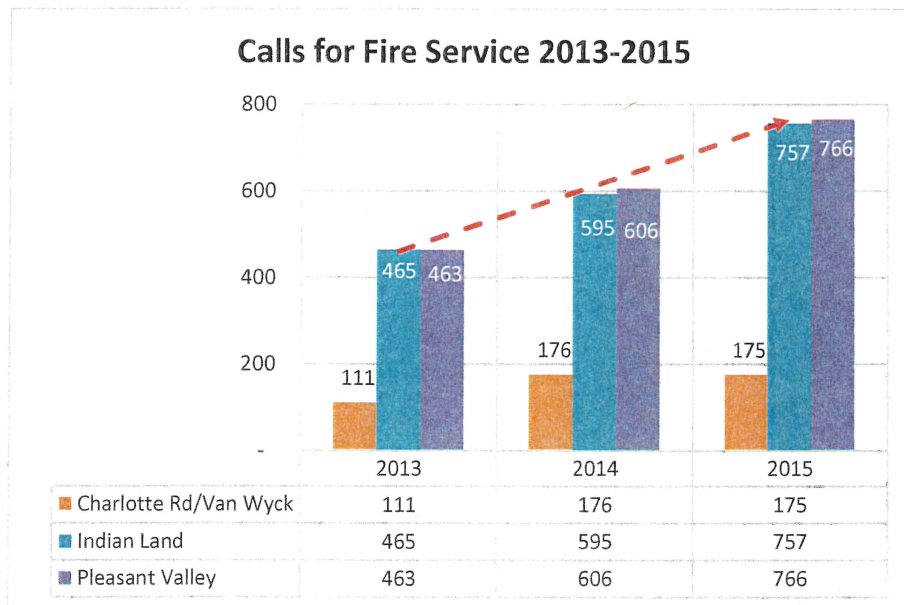
The following section provides information on the current levels of service for selected capital facilities and public services for Indian Land/Van Wyck that are provided by various Lancaster County departments and agencies. In addition, projects that may be funded with impact fees are specifically listed. The Lancaster County CIP has a complete list of equipment and services for the FY2016-2025 period. Current levels of service are provided for approximately 26,165 residents and approximately 10,715 occupied housing units.

### Public Safety

#### *Fire Service*

The existing level of fire protection service is based on Insurance Services Office (ISO) ratings and National Fire Protection Association standards. There are three fire districts (FD) that serve Indian Land/Van Wyck—Pleasant Valley, Indian Land and Charlotte Road/Van Wyck—see **Figure 4**.

Several factors are involved with the ISO rating including response time, fire protection equipment and personnel. The countywide level of service is ISO 6. Population and land use trends indicate accelerated growth in the ten-year planning horizon for the CIP and this study, therefore, the ISO rating may be in jeopardy. The following capital facility and equipment needs are necessary to maintain the current LOS.



Calls for fire service have increased in each of the three districts based on the data supplied by Lancaster County Fire Rescue Service and shown in the chart above. Over this three-year period Charlotte Road/Van Wyck FD saw a 57.7% increase, Indian Land FD saw a 62.8% increase and Pleasant Valley FD saw a 65.4% increase in service call volumes. New and expanded fire stations and equipment will be needed in each of the three fire districts noted above to maintain the current level of service provided.

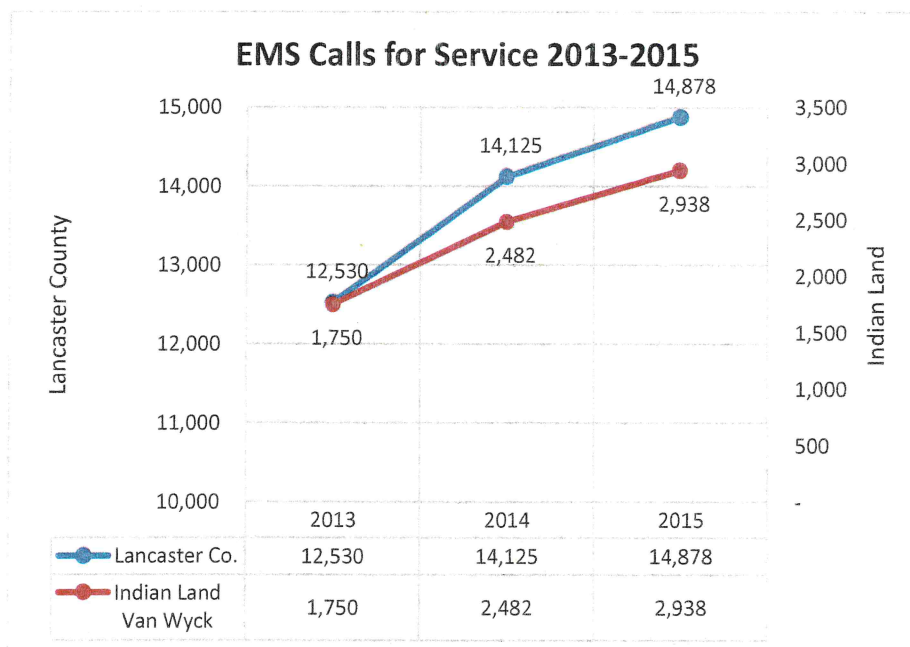
The Charlotte Road/Van Wyck FD station is a new facility that will house existing vehicles and equipment while providing room for a new engine. The Indian Land FD station is a new sub-station that will need a parcel of land (estimated 15% of the construction cost) and new vehicles/equipment. The Pleasant Valley FD station is a re-build to accommodate comprehensive plan goals and to provide expanded space for personnel, vehicles and equipment. The project cost is \$7,300,000.

Fire Department	Land	Projected Facility	Cost
Charlotte Rd/Van Wyck	\$0	\$2,000,000	\$2,000,000
Indian Land	\$300,000	\$2,000,000	\$2,300,000
Pleasant Valley	\$0	\$3,000,000	\$3,000,000
<b>TOTAL</b>			<b>\$7,300,000</b>

### Emergency Medical Services (EMS)

Calls for service have increased across the board according to data supplied by Lancaster County Emergency Medical Services and shown in the chart below. The Indian Land/Van Wyck study area saw a steady increase in calls from 2013 to 2015 that resulted in a 67.9% growth rate.

The countywide level of service for ambulances is 1:10,000 population. Based on the location and capacity of existing EMS stations that serve Indian Land/Van Wyck and the projected number of new residents shown in Figure 2, EMS station 4 will need a significant expansion. Plans are under development to re-build this station to accommodate four ambulances for a net increase of three ambulances. An additional ambulance is also designated for EMS station 8 to meet growing demand. The project cost is \$1,511,000.



Projected Facility/Equipment	Cost
4 Ambulances	\$1,000,000
EMS Stations Construction / Relocation	\$511,000
<b>TOTAL</b>	<b>\$1,511,000</b>



### Parks & Recreation

Lancaster County Parks & Recreation services and facilities are actively used in Indian Land/Van Wyck by approximately 2,000 participants per week. With the projected 62.3% increase in population over the next decade, the corresponding number of participants in recreation activities is likely to increase at a comparable rate. Therefore, facilities will need to be constructed to meet this demand in order to maintain the current LOS. In anticipation of this demand, the CIP shows the significant upgrades at the Indian Land recreation center to include a gymnasium, playground, picnic shelter and practice fields. The current recreation center is at capacity and additional space will be needed. The project cost is \$5,498,500.

<b>Projected Facility/Equipment</b>	<b>Cost</b>
Gym / Playground / Picnic / Practice Fields	\$5,498,500
<b>TOTAL</b>	<b>\$5,498,500</b>

### Library

Lancaster County Library's Del Webb branch serves the Indian Land/Van Wyck community. Although it is the library system's newest facility, it is at capacity and an addition is planned to accommodate the future demand for services at a cost of \$614,000.

<b>Projected Facility/Equipment</b>	<b>Cost</b>
Del Webb Library – addition	\$614,000
<b>TOTAL</b>	<b>\$614,000</b>

## **OTHER PUBLIC FACILITIES**

### Transportation

The County's transportation facilities include a system of roads, streets and bridges within the county limits, including rights-of-way, sidewalks, signage and signaling, drainage, curbing and appurtenant facilities.

## IMPACT FEE CALCULATION METHODOLOGY

The conceptual basis for the calculation of the proposed impact fees for fire service, emergency medical services, recreation and library for Indian Land/Van Wyck will be addressed in this section. There are generally two approaches for calculating impact fees:

- **System buy-in method** – concentrates on the cost of providing facilities based upon the net equity of the existing assets and is used in cases where facilities have additional excess capacity already in place to serve new growth.
- **Incremental cost method** – concentrates on the cost of adding additional facilities to serve new growth and is used in cases where facilities do not have available capacity to provide service to new customers.

Each of the impact fees was determined based on the incremental cost method and calculated based on a uniform service area. This means that all development will be assessed the same uniform impact fees regardless of the location of the development within the Indian Land/Van Wyck service area. The uniform service area approach is the most appropriate due to the development pattern of Indian Land/Van Wyck, the uniqueness of its panhandle shape due to jurisdictional lines and because it is the most common and defensible approach.

Because Indian Land/Van Wyck is served by three volunteer fire departments—Pleasant Valley, Indian Land and Charlotte Road—their service areas were aggregated for the purposes of this study so that a uniform fire service impact fee could be developed. Emergency medical services are provided by the county-wide system with individual units assigned as first-responders based on districts shown on the accompanying map. Recreation is offered to all residents through a system of public parks, playfields and trails throughout the service area. Library services are provided through the Del Webb Library.

**Table 5 - Growth Rates 2010-2025**

	Housing Units	% Change	Population	% Change	Employment	% Change
2010	8,008	---	19,729	---	5,901	---
2015	10,715	338%	26,165	32.6%	10,218	72.2%
2020	12,997	21.3%	31,728	21.3%	13,551	32.6%
2025	18,281	35.3%	42,454	33.8%	16,432	21.3%
<b>Net Growth</b>						
<b>2015-2025</b>	<b>7,566</b>	<b>70.6%</b>	<b>16,289</b>	<b>62.3%</b>	<b>6,214</b>	<b>60.8%</b>

Sources: US Census Bureau 2010, Table DP04; OnTheMap; Esri Business Analyst; InfoGroup and CRCOG

The number of employees in 2020 and 2025 were projected using the same approximate rate of change as the population growth for the previous 5-year period since job creation tends to lag behind housing growth. This assumption is founded on the notion that the number of employees in Indian Land/Van Wyck will parallel the rate of population growth.

Based on the data shown in **Table 5 – Growth Rates 2010-2025**, Indian Land/Van Wyck can expect to see 7,566 additional housing units, 16,289 new residents and 6,214 new jobs between 2015 and 2025. These figures will be used in each of the following sections to calculate the respective impact fees. Additionally, a large number of Development Agreements have been approved by Lancaster County Council and the projects covered by these contracts are not subject to an impact fee assessment. The resulting effect is that only 1,060 or 14% of the 7,566 proposed new housing units are subject to be charged impact fees.

### ***Service Units***

While the impact fees will be determined individually, some common ‘service units’ will be used in the calculation of each fee. The service units are meant to create an equitable assignment of the fees based on the number of new residents and employees projected to demand services from Lancaster County in the future. The residential service unit includes all single- and multi-family homes in Indian Land/Van Wyck. The non-residential service unit has several sub-categories in order to provide for more distinction in allocating the cost per employee based on a service unit that represents the average number of employees per 1,000 square feet of non-residential development.<sup>1</sup> **Appendix A – ITE Employee Space Ratio Calculations** contains the information for non-residential service units used to develop the following impact fees.

### ***Fire Service Impact Fee***

The previous discussion and justification for additional fire protection facilities and equipment resulted in the specific need for a new fire station in each of the three fire districts. The table below provides some detail for each district and shows a discount rate based on expansion of existing facilities that already serve existing customers.

<b>Fire Department</b>	<b>Project Cost</b>	<b>Discount</b>	<b>Net Cost</b>
Charlotte Road/Van Wyck	\$2,000,000	0%	\$2,000,000
Indian Land	\$2,300,000	0%	\$2,300,000
Pleasant Valley	\$3,000,000	50%	\$1,500,000
<b>TOTAL</b>			<b>\$5,800,000</b>

The Charlotte Road/Van Wyck FD station is a new facility that will house existing vehicles and equipment while providing room for one new fire engine. The Indian Land FD station is a new sub-station that will need a parcel of land, new vehicles and equipment. The Pleasant Valley FD

<sup>1</sup> Averages based on the study contained in *Trip Generation*, Ninth Edition by the Institute of Transportation Engineers.

station is a re-build/re-location to accommodate comprehensive plan goals and to provide expanded space for personnel, vehicles and equipment.

The proportionate share of the new Pleasant Valley FD station to serve existing customers and accommodate new customers results in a 50-50 share of the projected capital cost of the facility. Therefore, a 50% rate was applied as a discount to the cost estimate resulting in a net cost of \$1,500,000. A review of the fire service calls from January 1, 2015 to June 7, 2016 shows that the average split of residential to non-residential calls is 82:18. Assuming that this trend will continue, the project cost of \$5,800,000 is assigned as 82% residential or \$4,756,000 and 18% non-residential or \$1,044,000.

**Residential Fire Service Impact Fee:**

$$\text{Cost per Capita} = \frac{\text{Cost of New Facilities (\$4,756,000)}}{\text{Net Population Growth (16,289)}}$$

Based on this analysis, the calculated cost per capita to provide new fire service facilities and equipment is \$291.98.

**Example Residential Fire Service Impact Fee:**

**100-lot Single-family Subdivision:**

$$\text{Cost per Capita} \times \text{\# of Households} \times \text{Persons per Household} = \text{Impact Fee}$$

$$\$291.98 \times 100 \times 2.35 = \$68,615.30$$

**Non-Residential Fire Service Impact Fee:**

$$\text{Cost per Employee} = \frac{\text{Cost of New Facilities (\$1,044,000)}}{\text{Net Employment Growth (6,214)}}$$

Based on this analysis, the calculated cost per employee to provide new emergency medical services facilities and equipment is \$168.01.



**Example Non-Residential Fire Service Impact Fee:**

10,000 s.f. General Office Building:

$$\text{Cost per Employee} \times \frac{\text{Building size}}{1,000 \text{ s.f.}} \times \text{Employee Space Ratio} = \text{Impact Fee}$$

$$\$168.01 \times \frac{10,000 \text{ s.f.}}{1,000 \text{ s.f.}} \times 3.32 = \text{Impact Fee}$$

$$\$168.01 \times 10 \times 3.32 = \$5,577.93$$

**Emergency Medical Services Impact Fee**

The emergency medical services impact fee is calculated to recover the capital costs of one new station and four new ambulances in anticipation of increased calls for service based on population and employment projections. This cost is then allocated to new development based on the idea that the relative demand for services from new customers will be proportionally equal to the present demand and that the current staffing levels and available space are now at capacity. Because emergency medical services are location-based, failure to add additional locations will result in a decrease in the present level of service provided by this department.

A discount rate is applied to the construction cost of EMS station 4 since it already has one ambulance and serves a relative share of customers. Increasing its capacity to four ambulances results in a 3:4 ratio or 75% proportionate share of the construction cost of the new station. Therefore, the cost attributable to building the new station is 75% of \$511,000 or \$383,250. The cost of the ambulances is not discounted since all vehicles will be new and not replacements. The discounted projected cost is \$1,383,250.

**Residential Emergency Medical Services Impact Fee:**

$$\text{Cost per Capita} = \frac{\text{Cost of New Facilities } (\$1,383,250)}{\text{Net Population Growth } (16,289)}$$

Based on this analysis, the calculated cost per capita to provide new emergency medical services facilities and equipment is \$84.92.



**Example Residential Emergency Medical Services Impact Fee:**

**100-lot Single-family Subdivision:**

Cost per Capita X # of Households X Persons per Household = Impact Fee

$$\$84.92 \times 100 \times 2.35 = \$19,956.20$$

**Non-Residential Emergency Medical Services Impact Fee:**

$$\text{Cost per Employee} = \frac{\text{Cost of New Facilities } (\$1,383,250)}{\text{Net Employment Growth } (6,214)}$$

Based on this analysis, the calculated cost per employee to provide new emergency medical services facilities and equipment is \$222.58.

**Example Non-Residential Emergency Medical Services Impact Fee:**

**10,000 s.f. General Office Building:**

Cost per Employee X  $\frac{\text{Building size}}{1,000 \text{ s.f.}}$  X Employee Space Ratio = Impact Fee

$$\$222.58 \times \frac{10,000 \text{ s.f.}}{1,000 \text{ s.f.}} \times 3.32 = \text{Impact Fee}$$

$$\$222.58 \times 10 \times 3.32 = \$7,389.66$$

### ***Parks & Recreation Impact Fee***

Residential customers are the primary users of parks and recreation facilities in Indian Land/Van Wyck. The new facilities that will be constructed to accommodate growth are directly attributed to the proliferation of new residents. The new recreation facilities are estimated to cost \$5,498,500. Therefore, calculating the cost per capita is necessary to determine the proportionate share of the new facilities.

$$\text{Cost per Capita} = \frac{\text{Cost of New Facilities (\$5,498,500)}}{\text{Net Population Growth (16,289)}}$$

Based on this analysis, the calculated cost per capita to construct the new parks and recreation facilities is \$337.56.

**Table 6 - Maximum Allowable Impact Fee Schedule  
Parks & Recreation**

Housing Category	Cost per Person	Persons per Household	Maximum Allowable Impact Fee
Single-family (Attached or Detached)	\$337.56	2.35	\$793.27
Mobile Home	\$337.56	2.53	\$854.03
Multi-family (2 or more units)	\$337.56	1.12	\$378.07

#### **Example Residential Parks & Recreation Impact Fee:**

##### **100-lot Single-family Subdivision:**

Cost per Capita X # of Households X Persons per Household = Impact Fee

$$\$337.56 \times 100 \times 2.35 = \$79,326.60$$

### ***Library Facilities Impact Fee***

Residential customers are the primary users of library facilities in Indian Land/Van Wyck. The new facilities that will be constructed to accommodate growth are directly attributed to the proliferation of new residents. The new library addition is estimated to cost \$614,000. Therefore, calculating the cost per capita is necessary to determine the proportionate share of the new facilities.

$$\text{Cost per Capita} = \frac{\text{Cost of New Facilities (\$614,000)}}{\text{Net Population Growth (16,289)}}$$

Based on this analysis, the calculated cost per capita to construct the new library addition is \$37.69.

A maximum allowable impact fee schedule was developed to quantify a fair share for each housing category based on persons per household.

**Table 7 - Maximum Allowable Impact Fee Schedule  
Library Facilities**

<b>Housing Category</b>	<b>Cost per Person</b>	<b>Persons per Household</b>	<b>Maximum Allowable Impact Fee</b>
Single-family (Attached or Detached)	\$37.69	2.35	\$88.57
Mobile Home	\$37.69	2.53	\$95.36
Multi-family (2 or more units)	\$37.69	1.12	\$42.21

#### **Example Library Facilities Impact Fee:**

##### **100-lot Single-family Subdivision:**

Cost per Capita X # of Households X Persons per Household = Impact Fee

$$\$37.69 \times 100 \times 2.35 = \$8,857.15$$

**Table 8 - Summary of Impact Fees  
Cost per Person and Employee**

<b>Impact Fee</b>	<b>Project Cost</b>	<b>Cost per Person</b>	<b>Cost per Employee</b>
Emergency Medical Services	\$1,383,250	\$84.92	\$222.58
Fire Service	\$5,800,000	\$291.98	\$168.01
Library Facilities	\$614,000	\$37.69	-
Parks & Recreation	\$5,498,500	\$337.56	-
<b>TOTALS</b>	<b>\$13,295,750</b>	<b>\$752.15</b>	<b>\$390.59</b>

**The following examples are for illustrative purposes only.**

**Typical Single-family Impact Fee**

Cost per Person	\$752.15
Persons per Household	2.35
<b>TOTAL</b>	<b>\$1,767.55</b>

**Typical General Office Impact Fee**

Cost per Employee	\$390.59
Employee Space Ratio	3.32
Building Size (square feet)	10,000
<b>TOTAL</b>	<b>\$12,967.59</b>

**DISCOUNT RATE**

Lancaster County Council may choose to apply a discount rate to the maximum allowable impact fees presented herein. The discount rate could be used to provide a reasonable fee for continued residential or non-residential investment or to ensure that impact fees collected for county facilities do not exceed the cost of providing capital improvements identified to accommodate new growth.

Maximum allowable impact fees may be adopted at less than 100% of the amounts presented in previous sections. The discount rate does not need to be the same across all four impact fee

categories; however, a discount rate for any one impact category must be applied uniformly across all the land use categories represented in the schedule.

## **AFFORDABLE HOUSING**

The South Carolina Development Impact Fee Act specifically mandates that local governments understand the effect that impact fees will have, if any, on affordable housing in their jurisdictions. Under SC Law, affordable housing is defined as:

“housing affordable to families whose incomes do not exceed eighty percent of the median income for the service area or areas within the jurisdiction of the governmental entity.”

In May 2007, the South Carolina Priority Investment Act further refined the definition of affordable housing to read:

‘Affordable housing’ means in the case of dwelling units for sale, housing in which mortgage, amortization, taxes, insurance, and condominium or association fees, if any, constitute no more than twenty eight [28%] percent of the annual household income for a household earning no more than eighty percent [80%] of the area median income, by household size, for the metropolitan statistical area as published from time to time by the U.S. Department of Housing and Community Development (HUD) and, in the case of dwelling units for rent, housing for which the rent and utilities constitute no more than thirty percent [30%] of the annual household income for a household earning no more than eighty percent [80%] of the area median income, by household size for the metropolitan statistical area as published from time to time by HUD.

### **Household Income**

The median annual household income reported for the study area is \$61,076 (US Census Bureau, 2011-2015 American Community Survey). Annual household income assumed for a family making 80% of the reported median is \$48,861. This would translate to a monthly household income of \$4,072 for these families.

### **Cost of Homeownership**

#### **Purchase Price:**

The median home value was used to estimate the purchase price of a home. The American Community Survey estimates the median value of a home is \$245,300 (US Census Bureau, 2011-2015 American Community Survey).

#### **Mortgage Payment:**

A conventional, fixed-rate 30-year mortgage was used to estimate typical monthly costs of principle and interest on a home loan. The down payment was assumed to be 20% of the



purchase price ( $\$245,300 \times 20\% = \$49,060$ ). The loan amount for the mortgage was determined by subtracting the down payment from the purchase price ( $\$245,300 - \$49,060 = \$196,240$ ). An interest rate of 3.75% was assumed according to the current rate at [www.bankrate.com](http://www.bankrate.com). The estimated monthly payment for this mortgage is \$908.82.

**Property Tax:**

The Lancaster County Tax Assessor calculates property tax using a millage rate of 0.1635 per \$1,000 of value for residential properties that are owner-occupied. For this analysis, property taxes for a home valued at \$245,300 would be \$1,604.26 or \$133.69 per month.

**Electric Utilities:**

According to Electricity Local, the electricity rate in Lancaster County is 9.84¢/kWh. The average electricity consumption in South Carolina is 1,119kWh/month. This would result in a monthly bill of approximately \$110. ([www.electricitylocal.com/states/south-carolina/lancaster/](http://www.electricitylocal.com/states/south-carolina/lancaster/))

**Water & Sewer:**

Lancaster County Water and Sewer District is the primary service provider in the study area. A typical residential customer's average consumption is 4,500 gallons per month and results in a monthly charge of \$71.70 based on current rates.

**Storm Water Fee:**

Lancaster County will begin collecting a residential stormwater fee of \$75/year (\$6.25/month) on January 1, 2018.

**Telephone, Cable & Internet:**

Comporium is the primary provider for telephone, cable and internet services in Lancaster County. The Comporium website estimates the following fees for services in Lancaster County zip codes: Telephone - \$15.37 per month, Cable (Basic) - \$15.95 per month, and Internet (Entry Package) - \$34.94 per month. ([www.comporium.com](http://www.comporium.com))

**Homeowners Insurance:**

Homeowners insurance provides financial protection against natural disasters. It generally insures the home and the belongings in it. The price of homeowners insurance varies depending on the location of the home, deductible levels, size of the home and the insurance company providing the policy. The average cost of homeowners insurance for a home in Lancaster County in the price range of \$200,000-\$249,999 is \$1,338 per year or \$112 per month. ([www.vhomeinsurance.com](http://www.vhomeinsurance.com))

**Table 9 - Estimated Monthly Cost  
Owner-Occupied Single-Family Residential**

<b>Category</b>	<b>No Impact Fees</b>	<b>With Impact Fees</b>
Purchase Price	\$245,300	\$245,300
Single-Family Residential Impact Fee	-	\$1,768
Down Payment	\$49,060	\$49,414
Loan Amount	\$196,240	\$197,654
Loan Length (Years)	30	30
Yearly Interest Rate	3.75%	3.75%
<b>Mortgage Payment</b>	<b>\$908.82</b>	<b>\$915.37</b>
Property Tax	\$133.69	\$133.69
Electric, Water and Sewer Utilities	\$181.70	\$181.70
Telephone, Cable and Internet	\$66.26	\$66.26
Storm Water Fee	\$6.25	\$6.25
Fire Service Fee*	\$6.25	\$6.25
Homeowners Insurance	\$112.00	\$112.00
<b>Total Monthly Cost</b>	<b>\$1,414.97</b>	<b>\$1,421.52</b>

\*Indian Land and Pleasant Valley fire districts only.

### **Cost of Renting**

The cost of renting a multi-family unit was estimated based on information from the US Census Bureau. The median gross rent (including all utilities and rental insurance) in the study area was estimates as \$1,118 (US Census Bureau, 2011-2015 American Community Survey, Table B25064).

**Table 10 - Maximum Allowable Impact Fees**

<b>Impact Fee Category</b>	<b>Per Capita</b>	<b>Owner-Occupied</b>	<b>Renter-Occupied</b>
Emergency Medical Services	\$84.92	\$199.56	\$95.11
Fire Service	\$291.98	\$686.15	\$327.02
Library Facilities	\$37.69	\$88.57	\$42.21
Parks & Recreation	\$337.56	\$793.27	\$378.07
<b>Total Fees</b>	<b>\$752.15</b>	<b>\$1,767.55</b>	<b>\$842.41</b>

### **Cost Burden Analysis**

Cost burden for affordable housing is measured as the ratio between payments for housing (including property taxes, fees, utilities and insurance) and reported gross household income. A cost burden analysis for Indian Land/Van Wyck was prepared for residents that purchase single-family residences and residents that rent multi-family units. Average monthly income was used to compute maximum allowable monthly payments for buying or renting a home. For the study area, a cost burden ratio of 30% for owner-occupied housing and 28% for renter-occupied housing was used to calculate housing affordability.

### **Cost Burden Analysis with No Impact Fees**

<b>Condition</b>	<b>Monthly Income</b>	<b>Monthly Cost</b>	<b>Cost Burden</b>
Owner-Occupied	\$4,072	\$1,415	34.7%
Renter-Occupied	\$4,072	\$1,118	27.5%

Based on these figures, renter-occupied housing is affordable to residents in the study area, however, owner-occupied housing costs exceed the threshold of affordability. This situation remains unchanged after calculating the monthly cost of impact fees for both groups as noted in the table below. Under current conditions, owner-occupied housing in the study area is not affordable for households earning 80% or less than the median family income based on the HUD maximum of 30% of monthly income.

### **Cost Burden Analysis with Impact Fees**

<b>Condition</b>	<b>Monthly Income</b>	<b>Monthly Cost</b>	<b>Cost Burden</b>
Owner-Occupied	\$4,072	\$1,422	34.9%
Renter-Occupied*	\$4,072	\$1,141	28.0%

\* Monthly cost assumes 36-month payback period for landlord to recoup impact fees.

### **Conclusion**

The South Carolina Development Impact Fee Act requires preparation of a report that estimates the effect of imposing development impact fees on the affordability of housing in the jurisdiction or study area. The results of this analysis determined that the impact fees would increase the monthly cost burden by \$7 (0.46% change) for owner-occupied housing and \$23 for renter-occupied housing (2.09% change).

## Appendix A

### ITE Employee Space Ratio Calculations

Land Use Category	ITE Code	Units	Reported Trips per Unit	Reported Trips per Employee	Employee Space Ratio
<b>Hotel/Motel</b>					
Hotel	310	room	8.17	14.34	0.57
Business Hotel	312	room	7.27	72.67	0.10
<b>Recreational</b>					
Golf Course	430	hole	35.74	20.52	1.74
Multiplex Movie Theater	445	1,000 s.f.	4.91	4.45	1.10
<b>Institutional</b>					
Elementary School	520	1,000 s.f.	15.43	15.71	0.98
Middle/Junior High School	522	1,000 s.f.	13.78	16.39	0.84
High School	530	1,000 s.f.	12.89	19.74	0.65
Junior/Community College	540	1,000 s.f.	27.49	15.55	1.77
University/College	550	student	1.71	8.96	0.19
Day Care Center	565	1,000 s.f.	74.06	26.73	2.77
Library	590	1,000 s.f.	56.24	52.52	1.07
<b>Medical</b>					
Hospital	610	bed	12.94	4.50	2.88
Nursing Home	620	bed	2.74	3.26	0.84
Assisted Living	254	bed	2.66	3.93	0.68
Clinic	630	1,000 s.f.	31.45	8.01	3.93
Medical/Dental Office	720	1,000 s.f.	36.13	8.91	4.05
<b>Commercial-Office</b>					
General Office Building	710	1,000 s.f.	11.03	3.32	3.32
Office Park	750	1,000 s.f.	11.42	3.50	3.26
Business Park	770	1,000 s.f.	12.44	4.04	3.08
<b>Commercial-Retail</b>					
Shopping Center	820	1,000 s.f.	42.70	N/A	2.22*
Building Materials/Lumber Store	812	1,000 s.f.	45.16	32.12	1.41
Free Standing Discount Store	815	1,000 s.f.	57.24	28.84	1.98
Nursery/Garden Center	817	1,000 s.f.	68.10	21.83	3.12
New Car Sales Center	841	1,000 s.f.	32.30	21.14	1.53
Tire Store	848	1,000 s.f.	24.87	5.03	4.94
Supermarket	850	1,000 s.f.	102.24	92.74**	1.10
Furniture Store	890	1,000 s.f.	5.06	12.19	0.42
<b>Industrial</b>					
General Light Industrial	110	1,000 s.f.	6.97	3.02	2.31
General Heavy Industrial	120	1,000 s.f.	1.50	0.82	1.83
Industrial Park	130	1,000 s.f.	6.83	3.34	2.04
Warehousing	150	1,000 s.f.	3.56	3.89	0.92
<b>Services</b>					
Drive-In Bank	912	1,000 s.f.	148.15	30.94	4.79
High-Turnover Sit Down Restaurant	932	1,000 s.f.	127.15	N/A	5.64*
Fast Food w/ Drive-Thru Window	934	1,000 s.f.	496.12	N/A	5.00*

**Notes:**

\*An employee space ratio could not be calculated using rates published in ITE's Trip Generation Manual. The employee ratio used in this analysis was developed by TischlerBise as part of the Development Impact Fee Study completed in May 2002.

\*\*An employee space ratio could not be calculated using rates published in ITE's Trip Generation Manual. The employee ratio used in this analysis was developed by Stantec as part of the Development Impact Fee Study prepared for the Town of Fort Mill in 2015.



## SUMMARY TABLE-UPDATED

Impact Fee	Project Cost	Cost per Person	Cost per Employee
Emergency Medical Services	\$1,383,250	\$84.92	\$222.58
Fire Service	\$5,800,000	\$291.98	\$167.99
Library Facilities	\$614,000	\$37.69	-
Parks & Recreation	\$5,498,500	\$337.56	-
<b>TOTALS</b>	<b>\$13,295,750</b>	<b>\$752.15</b>	<b>\$390.57</b>

### Typical Single-family Impact Fee

Cost per Person	\$752.15
Persons per Household	2.35
<b>TOTAL</b>	<b>\$1,767.55</b>

### Typical General Office Impact Fee

Emergency Medical Services	\$222.58
Fire Service	\$167.99
Cost per Employee	\$390.57
Employee Space Ratio	3.32
Building Size (s.f.)	10,000
<b>TOTAL</b>	<b>\$12,966.92</b>

### Typical Commercial (Discount Store) Impact Fee

Emergency Medical Services	\$222.58
Fire Service	\$167.99
Cost per Employee	\$390.57
Employee Space Ratio	1.98
Building Size (s.f.)	10,000 Dollar General
<b>TOTAL</b>	<b>\$7,733.29</b>

### Typical Industrial Park Impact Fee

Emergency Medical Services	\$222.58
Fire Service	\$167.99
Cost per Employee	\$390.57
Employee Space Ratio	2.04
Building Size (s.f.)	60,000 Spec. building in a business park
<b>TOTAL</b>	<b>\$47,805.77</b>

### Typical Service (Fast Food w/ Drive-thru) Impact Fee

Emergency Medical Services	\$222.58
Fire Service	\$167.99
Cost per Employee	\$390.57
Employee Space Ratio	5.00
Building Size (s.f.)	4,000 Chick-Fil-A
<b>TOTAL</b>	<b>\$7,811.40</b>

## Agenda Item Summary

Ordinance # / Resolution#:	Action Item
Contact Person / Sponsor:	Steve Willis
Department:	Administration
Date Requested to be on Agenda:	All November Council Committees November 27, 2017 Council Meeting

### **Issue for Consideration:**

Adoption of Lancaster County 2018 calendar.

### **Points to Consider:**

We are required by state law to adopt and publish an annual calendar.

This version has been reviewed by applicable departments and Boards. It needs to be reviewed by the three Council Committees prior to coming to Council..

Nothing prevents the calendar from being amended at a later date.

### **Funding and Liability Factors:**

N/A

### **Council Options:**

Approve as presented or amend the 2018 calendar. One must be adopted.

### **Staff Recommendation:**

Approve as presented. A motion and vote by Council is needed.

### **Committee Recommendation:**

To be determined.

## Lancaster County Meeting and Holiday Schedule

*Anyone requiring special services to attend any meeting should contact 803-285-1565 at least 24 hours in advance of the meeting*

County Council meets the second and fourth Monday in the County Administration Building Council Chambers, 101 North Main Street, Lancaster, South Carolina at 6:00 p.m. **\*Please Note:** There is only one meeting scheduled in July. It will be the 3<sup>rd</sup> Monday.

<b>January</b>	Monday	January 8, 2018	<b>July</b>	<b>Monday</b>	<b>July 16, 2018</b>
	Monday	January 22, 2018		<b>*changed to the 3<sup>rd</sup> Monday of the month**</b>	
<b>February</b>	Monday	February 12, 2018	<b>August</b>	Monday	August 13, 2018
	Monday	February 26, 2018		Monday	August 27, 2018
<b>March</b>	Monday	March 12, 2018	<b>September</b>	Monday	September 10, 2018
	Monday	March 26, 2018		Monday	September 24, 2018
<b>April</b>	Monday	April 09, 2018	<b>October</b>	Monday	October 08, 2018
	Monday	April 23, 2018		Monday	October 22, 2018
<b>May</b>	Monday	May 14, 2018	<b>November</b>	Monday	November 12, 2018
	Monday	May 28, 2018		Monday	November 26, 2018
<b>June</b>	Monday	June 11, 2018	<b>December</b>	Monday	December 10, 2018
	Monday	June 25, 2018		December 24, 2018	<b>MEETING</b>
					<b>CANCELLED</b> (Christmas Holidays)

The Lancaster County Community Relations Commission meets the third Thursday at the Marine Corps League Lodge, 347 East Brooklyn Ave Lancaster, South Carolina at 6:30 p.m.

<b>January</b>	Thursday	January 18, 2018	<b>June</b>	Thursday	June 28, 2018
<b>February</b>	Thursday	February 15, 2018	<b>August</b>	Thursday	August 16, 2018
<b>March</b>	Thursday	March 15, 2018	<b>September</b>	Thursday	September 20, 2018
<b>April</b>	Thursday	April 19, 2018	<b>October</b>	Thursday	October 18, 2018
<b>May</b>	Thursday	May 17, 2018	<b>November</b>	Thursday	November 15, 2018
<b>June</b>	Thursday	June 21, 2018	<b>December</b>	Thursday	December 20, 2018

The Lancaster County Fire Commission meets the first Thursday in the Emergency Operations Center, 111 Covenant Place, Lancaster, South Carolina at 7:00 pm.

<b>January</b>	Thursday	January 4 2018	<b>July</b>	Thursday	July 05, 2018
<b>February</b>	Thursday	February 01, 2018	<b>August</b>	Thursday	August 02, 2018
<b>March</b>	Thursday	March 01, 2018	<b>September</b>	Thursday	September 06, 2018
<b>April</b>	Thursday	April 05, 2018	<b>October</b>	Thursday	October 04, 2018
<b>May</b>	Thursday	May 03, 2018	<b>November</b>	Thursday	November 01, 2018
<b>June</b>	Thursday	June 07, 2018	<b>December</b>	Thursday	December 06, 2018

The Lancaster County Health and Wellness Commission meets the second Wednesday – **EVERY OTHER MONTH**, at the Lancaster Council on Aging Building, 309 S. Plantation Road, Lancaster, South Carolina at 11:45 am.

<b>February</b>	Wednesday	February 14, 2018	<b>August</b>	Wednesday	August 8, 2018
<b>April</b>	Wednesday	April 11, 2018	<b>October</b>	Wednesday	October 10, 2018
<b>June</b>	Wednesday	June 13, 2018	<b>December</b>	Wednesday	December 12, 2018

The Lancaster County Historical Commission meets the second Tuesday at the Lancaster County Historic Courthouse, 100 North Main Street, Lancaster, South Carolina at 6:00 pm, and at other times at the call of the chair.

<b>January</b>	Tuesday	January 09, 2018	<b>July</b>	Tuesday	July 10, 2018
<b>February</b>	Tuesday	February 13, 2018	<b>August</b>	Tuesday	August 14, 2018
<b>March</b>	Tuesday	March 13, 2018	<b>September</b>	Tuesday	September 11, 2018
<b>April</b>	Tuesday	April 10, 2018	<b>October</b>	Tuesday	October 09, 2018
<b>May</b>	Tuesday	May 08, 2018	<b>November</b>	Tuesday	November 13, 2018
<b>June</b>	Tuesday	June 12, 2018	<b>December</b>	Tuesday	NO MEETING SCHEDULED

The Indian Land Fire Protection District Commission meets the 3<sup>rd</sup> Wednesday of each month at the Indian Land Fire Station, 285 Six Mile Creek Road, Indian Land, South Carolina at 7:00 pm.

<b>January</b>	Wednesday	January 17, 2018	<b>July</b>	Wednesday	July 18, 2018
<b>February</b>	Wednesday	February 21, 2018	<b>August</b>	Wednesday	August 15, 2018
<b>March</b>	Wednesday	March 21, 2018	<b>September</b>	Wednesday	September 19, 2018
<b>April</b>	Wednesday	April 18, 2018	<b>October</b>	Wednesday	October 17, 2018
<b>May</b>	Wednesday	May 16, 2018	<b>November</b>	Wednesday	November 21, 2018
<b>June</b>	Wednesday	June 20, 2018	<b>December</b>	Wednesday	December 19, 2018

The Lancaster County Library Board meets the last Tuesday of the month, every other month, at the County Library, 313 South White Street, Lancaster, South Carolina at 6:30 pm.

January	Tuesday	January 30, 2018
March	Tuesday	March 27, 2018
May	Tuesday	May 29, 2018
July	Tuesday	July 31, 2018
September	Tuesday	September 25, 2018
November	Tuesday	November 27, 2018

The Lancaster Planning Commission meets in the County Administration Building, 101 North Main Street, Lancaster, South Carolina at 5:00 pm on the first Thursday for Work Session/ 6:30 pm on the third Tuesday for Regular Meeting.

January	Work Session	Thursday	January 4, 2018
	Regular Meeting	Tuesday	January 16, 2018
February	Work Session	Thursday	February 1, 2018
	Regular Meeting	Tuesday	February 20, 2018
March	Work Session	Thursday	March 1, 2018
	Regular Meeting	Tuesday	March 20, 2018
April	Work Session	Thursday	April 5, 2018
	Regular Meeting	Tuesday	April 17, 2018
May	Work Session	Thursday	May 3, 2018
	Regular Meeting	Tuesday	May 15, 2018
June	Work Session	Thursday	June 7, 2018
	Regular Meeting	Tuesday	June 19, 2018
July	Work Session	Thursday	July 5, 2018
	Regular Meeting	Tuesday	July 17, 2018
August	Work Session	Thursday	August 2, 2018
	Regular Meeting	Tuesday	August 21, 2018
September	Work Session	Thursday	September 6, 2018
	Regular Meeting	Tuesday	September 18, 2018
October	Work Session	Thursday	October 4, 2018
	Regular Meeting	Tuesday	October 16, 2018
November	Work Session	Thursday	November 1, 2018
	Regular Meeting	Tuesday	November 20, 2018
December	Work Session	Thursday	December 6, 2018
	Regular Meeting	Thursday	December 18, 2018

The Pleasant Valley Fire Protection District Commission meets on the third Tuesday at the Pleasant Valley Fire Station #1, 9370 Possum Hollow Road, Indian Land, South Carolina at 7:00 pm.

January	Tuesday	January 16, 2018	July	Tuesday	July 17, 2018
February	Tuesday	February 20, 2018	August	Tuesday	August 21, 2018
March	Tuesday	March 20, 2018	September	Tuesday	September 18, 2018
April	Tuesday	April 17, 2018	October	Tuesday	October 16, 2018
May	Tuesday	May 15, 2018	November	Tuesday	November 20, 2018
June	Tuesday	June 19, 2018	December	Tuesday	December 18, 2018

The Lancaster Joint Recreation Commission meets on the second Tuesday in the Springdale Recreation Center, 260 South Plantation Road, Lancaster, South Carolina at 6:30 pm. Special meetings are held at the call of the chair.

January	Tuesday	January 09, 2018	July	NO MEETING SCHEDULED	
February	Tuesday	February 13, 2018	August	Tuesday	August 14, 2018
March	Tuesday	March 13, 2018	September	Tuesday	September 11, 2018
April	Tuesday	April 10, 2018	October	Tuesday	October 09, 2018
May	Tuesday	May 08, 2018	November	Tuesday	November 13, 2018
June	Tuesday	June 12, 2018	December	Tuesday	December 12, 2018

The Lancaster County Board of Zoning Appeals meets on the 1<sup>st</sup> Tuesday in the County Administration Building, 101 North Main Street, Lancaster, South Carolina at 6:00 pm.

January	Tuesday	January 02, 2018	July	Tuesday	July 03, 2018
February	Tuesday	February 06, 2018	August	Tuesday	August 07, 2018
March	Tuesday	March 06, 2018	September	Tuesday	September 04, 2018
April	Tuesday	April 03, 2018	October	Tuesday	October 02, 2018
May	Tuesday	May 01, 2018	November	Tuesday	November 06, 2018
June	Tuesday	June 05, 2018	December	Tuesday	December 04, 2018



The following Boards or Commissions meet at the call of the Chair:

Lancaster County Airport Commission  
 Lancaster County Board of Assessment Appeals  
 Lancaster County Construction Board of Appeals  
 Lancaster County Fire Code Appeals Board  
 Lancaster County Transportation Commission

## Council Standing Committees

The Public Safety Committee will now meet the Tuesday following the 1<sup>st</sup> Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 5:00 p.m., and at other times as called by the Chair.

January	Tuesday	January 09, 2018	July	Tuesday	July 17, 2018
February	Tuesday	February 13, 2018	August	Tuesday	August 14, 2018
March	Tuesday	March 13, 2018	September	Tuesday	September 11, 2018
April	Tuesday	April 10, 2018	October	Tuesday	October 09, 2018
May	Tuesday	May 15, 2018	November	Tuesday	November 13, 2018
June	Tuesday	June 12, 2018	December	Tuesday	December 11, 2018

The Infrastructure and Regulation Committee meets on the Tuesday following the 1<sup>st</sup> Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 3:00 p.m., and at other times as called by the Chair.

January	Tuesday	January 09, 2018	July	Tuesday	July 17, 2018
February	Tuesday	February 13, 2018	August	Tuesday	August 14, 2018
March	Tuesday	March 13, 2018	September	Tuesday	September 11, 2018
April	Tuesday	April 10, 2018	October	Tuesday	October 09, 2018
May	Tuesday	May 15, 2018	November	Tuesday	November 13, 2018
June	Tuesday	June 12, 2018	December	Tuesday	December 11, 2018

The Administration Committee meets on the Thursday following the 1<sup>st</sup> Council Meeting of the month in the County Administration Building, Council Conference Room, 101 N. Main Street, Lancaster, South Carolina at 6:00 p.m., and at other times as called by the Chair.

January	Thursday	January 11, 2018	August	Thursday	August 16, 2018
February	Thursday	February 15, 2018	September	Thursday	September 13, 2018
March	Thursday	March 15, 2018	October	Thursday	October 11, 2018
April	Thursday	April 12, 2018	November	Thursday	November 15, 2018
May	Thursday	May 17, 2018	December	Thursday	December 13, 2018
June	Thursday	June 14, 2018			
July	Thursday	July 19, 2018			

## HOLIDAY OBSERVANCES FOR THE YEAR 2017

Holiday	Date Observed
New Year's Day	Monday, January 1, 2018
Martin Luther King Day	Monday, January 15, 2018
Easter Monday	Monday, April 02, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Thanksgiving Day Day After Thanksgiving	Thursday, November 22, 2018 and Friday, November 23, 2018
Christmas Eve Christmas Day Day after Christmas	Monday, December 24, 2018 Tuesday, December 25, 2018 Wednesday, December 26, 2018
New Year's Day 2019	Tuesday, January 1, 2019

## Agenda Item Summary

Ordinance # / Resolution#:

Contact Person / Sponsor: Jeff Catoe

Department: Public Services

Date Requested to be on Agenda: November 14, 2017

### **Issue for Consideration:**

Verbal update on County Recycling Centers hour changes

### **Points to Consider:**

Update on hour changes during fall/winter months for recycling centers. Open dates remain the same but sites will open at 9:00AM instead of 8:00AM.

### **Funding and Liability Factors:**

Changes will save an estimated \$9000 in salaries.

### **Council Options:**

This is simply for commentary only.

### **Recommendation:**

None.

## Agenda Item Summary

Ordinance # / Resolution#:	Discussion Items
Contact Person / Sponsor:	Hal Hiott/ Steve Willis
Department:	Parks and Recreation/ Admin.
Date Requested to be on Agenda:	November I&R Meeting for Discussion
	Administration Committee as Information at this time

### **Issue for Consideration:**

We have two issues for discussion at the Committee level:

1. The City of Lancaster Public Works Committee will be making a recommendation to full Council, which we would anticipate receiving an affirmative recommendation, to withdraw from the Joint Recreation Commission. The City would assume operation and maintenance responsibility for all parks. We would maintain responsibility for major recreation centers – Springdale and the ballfields at Buckelew. The swimming pool would continue under the special joint agreement. We would lose funding from the City in FY 18-19. Discussion of handling the other municipalities also needs to begin.
2. We have been informed that the Town of Kershaw would like for the Parks and Recreation Commission to consider assuming operation of the Kershaw Parks Department. At the time of this report that request has not been formally presented. Staff would have concerns over assuming responsibility for non-traditional venues such as a bowling alley and golf course. The swimming pool would continue under a cost sharing arrangement regardless of who operates it.

### **Points to Consider:**

None of these issues have come before the Parks and Recreation Commission at this time. That said, these are significant issues and staff does not want the Council Committees to be hit cold with this as we start work on the upcoming budget. Per ordinance a formal recommendation will come to Council from the Commission as these are matters for them to consider and advise Council.

### **Funding and Liability Factors:**

Potential loss of municipal funding, some of which could be offset by a loss of maintenance responsibility.

### **Council Options:**

N/A at this time.

### **Staff Recommendation:**

N/A at this time.

### **Committee Recommendation:**

N/A at this time.