



MINUTES

Special Council Meeting
Tuesday, March 10, 2026, 6:00 PM
South Congaree Town Hall, Council Chambers
119 West Berry Rd., West Columbia, SC 29172

COUNCIL PRESENT:

Cindy Campbell, Mayor
Kitty Spires, Mayor Pro Tem
Debbie McIver
Dwayne Prosser

COUNCIL ABSENT:

Brian Jackson

STAFF AND OTHERS PRESENT:

Crystal Bouknight, Town Administrator
Kelli Ricard, Town Clerk
Susan Battles, Deputy Town Clerk
CJ Quinlan, Chief of Police
Wayne Shuler, Palmetto Land Use Planning, LLC
Joseph Dickey, Haynsworth Sinkler Boyd Law Firm

MEDIA NOTIFICATION:

The agenda was posted at Town Hall, and The State, Free Times, Lexington County Chronicle, Cayce-West Columbia News, The Columbia Star, COLADaily.com, as well as radio and television stations, were notified by email on March 6, 2026.

I. Call to Order

Mayor Campbell called the meeting to order at 6:00 PM. A quorum was present.
Mayor Campbell led in the Pledge of Allegiance and the invocation.

II. Announcements and Communications by the Mayor

Mayor Campbell stated that the April Regular Council meeting would be held on April 14, 2026, at 6 PM rather than April 21, 2026.

III. Presentations

Mayor Campbell recognized Chief of Police CJ Quinlan, for a presentation regarding the Town Hall Police Department reorganization and compliance requirements. Chief Quinlan stated that following his initial assessment of Town Hall, he identified concerns related to staff and police safety due to the building's footprint. He noted that the current configuration placed unarmed civilian personnel as the first point of contact for the Police Department and indicated that the shared space between civilian and police staff constituted a compliance concern. He further stated that, effective after 2024, state and federal guidelines identify the commingling of civilian and police operations as a potential compliance violation.

Chief Quinlan recommended a solution that would improve the appearance of Town Hall, address audit findings, enhance security measures, and separate the Police Department from Town Hall operations. He discussed the possibility of relocating the Police Department to the room above the Council Chambers. Additional discussion occurred regarding existing code violations at Town Hall. Chief Quinlan requested that Council consider renovating the current Town Hall to address immediate needs and, once a new Town Hall was constructed, potentially repurposing the existing building for rental use to generate additional revenue for the Town.

Police Chief Quinlan presented joint jurisdictional crime-suppression initiatives, including the Blue Blanket, Cloak and Dagger, and Guardian Angel Initiatives. The Blue Blanket Initiative focused on coordinated, high-visibility patrols and information sharing among partnering agencies to deter criminal activity. The Cloak and Dagger Initiative targeted proactive, intelligence-led enforcement to identify and disrupt organized and repeat criminal behavior. The Guardian Angel Initiative emphasized officer presence and interagency collaboration to enhance public safety, particularly in vulnerable areas during high-risk situations. Chief Quinlan advised that he would be meeting with other local agencies to advance these initiatives.

Police Chief Quinlan updated Council on the Police Department's equipment needs. He stated that at least one pair of boots and one uniform should be kept on standby for an officer and noted that the most recent uniforms were donated by another department. Chief Quinlan explained that each officer required a complete uniform, including leather boots, dress shoes, four sets of patrol pants, four long-sleeved and four short-sleeved uniform shirts, a belt system, and body armor. He estimated the cost at approximately \$10,000 per officer, excluding firearms and ammunition, and advised that all body armor must be replaced every five years.

Mayor Campbell recognized Mr. Wayne Shuler with Palmetto Land Use Planning to present on Zoning Ordinance amendments.

Mr. Shuler presented a review of the draft zoning ordinance revisions, explaining that the document was developed beginning in early September based on the Town's comprehensive plan goals and previously identified priorities. He stated that the purpose of the presentation was to summarize how those goals were addressed in the draft provided to Council.

Mr. Shuler explained that a Ridge Overlay District was created to regulate building height based on elevation, with height limits established for properties between 200 and 250 feet above mean sea level and more restrictive limits for properties above 250 feet. These elevation areas would be mapped, and applicants would be required to submit plats verifying elevation during development review.

To ensure development is compatible with local soil conditions, the ordinance established minimum lot sizes based on septic tank suitability. Properties with somewhat limited suitability were required to have a minimum of two acres, while very limited soils required a minimum of three acres. The Town would establish minimum standards that would meet or exceed county requirements.

The draft ordinance prohibited mining, quarrying, recycling, and salvage-yard uses in all zoning districts. An Urban Agriculture provision was added to allow limited residential gardening, beekeeping, and on-site sales of products grown on the property, while prohibiting largescale or commercial farming operations.

Environmental protections included adopting county stream and pond buffer standards, mapping those buffers, and creating a Riparian Corridor Protection Overlay along Congaree Creek and First Creek to restrict development in floodway and floodplain areas while allowing passive recreation.

Mr. Shuler reported that the landscaping ordinance was fully revised to require medium and large trees for buffers and streetscapes.

To encourage a town center, a C-3 Core Commercial District was proposed along Main Street, with fewer permitted uses, reduced setbacks, and standards designed to promote pedestrian-oriented development. A Main Street Overlay District was also created to address beautification and architectural standards, with staff review and appeals handled by the Zoning Board of Appeals.

Housing changes included allowing accessory dwelling units, cottage courts, and tiny houses; prohibiting new mobile home parks while grandfathering existing parks; establishing new Class A manufactured housing standards; and removing the D-1 zoning district due to overlap with other districts. Residential uses were removed from the C-1 district and permitted in C-2 and the upper floors of C-3 buildings. An Infill Overlay District was added to allow limited additional density, subject to Planning Commission and Council approval.

Additional priorities addressed included limits on accessory building height, regulation of cargo containers, restrictions on overnight parking of large commercial vehicles in residential areas, and standards for recreational vehicle and boat storage.

Mr. Shuler stated that Council review and feedback would guide revisions prior to Planning Commission review and public hearings.

Mr. Wayne Shuler began his presentation on the proposed amendments to the Town's 2019 Mobile Home Park Ordinance. Mr. Shuler stated that the proposed amendments were not a comprehensive review but were intended to provide short-term administrative clarification, with acknowledgment that additional long-term revisions may be needed.

Mr. Shuler explained that the ordinance referenced the zoning ordinance but was not formally part of the zoning code, which created ambiguity regarding authority and appeal procedures. He noted that appeals of staff decisions related to applications currently come before Town Council, while ordinance violations are handled by the Zoning Board of Appeals, and stated that this process may warrant future review.

Mr. Shuler reported that revisions strengthened Section 152.016 by clarifying procedures and submission requirements for mobile home park approval and aligning them more closely with land development regulations. He further clarified that mobile home parks were permitted in the R-3 zoning district only as a special exception, requiring special exception approval as part of the overall process.

Mr. Shuler explained that Section 152.041 was revised to require a site plan only when a mobile home park proposed improvements, rather than requiring all existing parks to submit one. He also reported that references to outdated state agencies

were removed and replaced with current agencies, and that references to an “official” were intended to mean the Town Administrator, while allowing flexibility for future zoning administration.

Mr. Shuler identified Section 152.128 as the most significant amendment. He stated that the draft changes increased the allowable age of mobile homes from five (5) years to ten (10) years, subject to inspection requirements. Required inspections included electrical and heating systems, exterior components, underpinning, and a final inspection after skirting installation. He explained that the intent was to increase housing availability and affordability while maintaining safety standards.

Mr. Shuler further explained that Section 152.370 was revised to reference the updated inspection standards prior to placement of a mobile home. References to an Architectural Review Board (ARB) approval were removed due to the absence of an ARB. Language restricting rental occupancy to no more than three unrelated adults was recommended for removal due to fair housing concerns.

Council discussion confirmed that the original five-year age limitation was intended to apply to replacement units. Council members discussed housing availability and cost concerns and expressed support for prioritizing condition and safety over age alone. The possibility of incorporating the ordinance into the zoning ordinance and seeking further legal review was discussed.

IV. Adjourn to Executive Session

Mayor Campbell made a motion to adjourn to Executive Session for discussion of contractual matters related to the Police Department fleet vehicles, Extra Duty Solutions, and IT Services (Pursuant to S.C. Code Ann. § 30-4-70 (A) (2)), discussion of personnel matters related to the Police Department (Pursuant to S.C. Code Ann. § 30-4-70 (A) (1)), receipt of legal advice pertaining to Town Ordinance 2019-09 Mobile Home and Mobile Home Park (Pursuant to S.C. Code Ann. § 30-4-70 (A) (2)), and receipt of legal advice and discussion of potential intergovernmental agreement (Pursuant to S.C. Code Ann. § 30-4-70 (A) (2)).

Council Member Mclver seconded the motion. Council adjourned to executive session at 7:18 PM.

The motion passed unanimously.

V. Reconvene to Regular Session

Mayor Campbell stated that no votes were taken during executive session and moved to adjourn executive session and reconvene to regular session. Council Member Mclver seconded the motion. Council reconvened at 8:57 PM.

The motion passed unanimously.

VI. After Reconvening to Regular Session, Action May be Taken by Council Regarding Matters Discussed in the Executive Session

After reconvening to regular session, Mayor Campbell asked whether there were any motions for consideration.

Council Member Mclver made a motion to allow the Police Chief to move forward with the intergovernmental agreement as discussed in executive session. Mayor Pro Tem Spires seconded the motion.

The motion passed three votes to one, with Council Member Prosser voting in opposition.

VII. New Business

Mayor Campbell entertained a motion for consideration to adopt the new Town of South Congaree Logo. Mayor Pro Tem Spires made a motion, and Council Member Mclver seconded the motion.

The motion passed unanimously.

Mayor Campbell entertained a motion for consideration to approve a contract with Extra Duty Solutions and authorized the Town Administrator to negotiate a contract. Mayor Pro Tem Spires made a motion, and Council Member Mclver seconded the motion.

The motion passed unanimously.

Mayor Campbell entertained a motion for consideration to approve a contract for IT Services and authorize the Town Administrator to negotiate a contract. Mayor Pro Tem Spires made a motion, and Council Member Prosser seconded the motion.

The motion passed unanimously.

Mayor Campbell entertained a motion for consideration to approve the hiring of Police Officers and a Victims Advocate, and to authorize the Town Administrator and Police Chief to negotiate employment agreements. Council Member McIver made a motion, and Mayor Pro Tem Spires seconded the motion.

The motion passed unanimously.

Mayor Campbell entertained a motion for consideration to approve the fleet vehicle lease plan with First Government Lease Company (FGLC) and authorize the Town Administrator to negotiate a contract. Council Member Prosser made a motion, and Council Member McIver seconded the motion.

The motion passed unanimously.

Mayor Campbell entertained a motion for first reading consideration to amend Ordinance 2019-09 of the Town of South Congaree Code of Ordinances Chapter 152, Mobile Homes and Mobile Home Park. Mayor Pro Tem Spires made a motion, and Council Member McIver seconded the motion.

The motion passed unanimously.

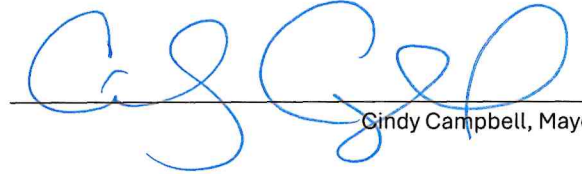
VIII. Adjournment

Mayor Campbell made a motion to adjourn, and Mayor Pro Tem Spires seconded the motion. The meeting adjourned at 9:04 PM.

The motion passed unanimously.



Kelli Ricard, Town Clerk



Cindy Campbell, Mayor

Date Approved:

