



MINUTES

Council Work Session
Tuesday, August 12, 2025, 6:00 PM

South Congaree Town Hall, Council Chambers
119 West Berry Rd., West Columbia, SC 29172

COUNCIL PRESENT:

Kitty Spires, Mayor Pro Tem
Debbie McIver
Dwayne Prosser

COUNCIL ABSENT:

Cindy Campbell, Mayor
Brian Jackson

STAFF AND OTHERS PRESENT:

Crystal Bouknight, Town Administrator
Kelli Ricard, Town Clerk
Steven Jonas, Police Chief
Wayne Shuler, Palmetto Land Use Planning LLC
Brian Duncan, Lexington County Recreation and Aging
Commission, Commissioner

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, radio, and television stations were all notified by email on August 8, 2025.

I. Call to Order.

Mayor Pro Tem Spires called the meeting to order at 6:00 PM.

II. Presentation by: Palmetto Land Use Planning LLC

Mayor Pro Tem Spires recognized Wayne Shuler with Palmetto Land Use Planning LLC. Mr. Shuler explained the consulting services that his company would provide to the Town as a Zoning consultant.

Mr. Shuler stated he had 31 years of experience in Planning and Zoning. The past ten years were with the City of West Columbia. He worked for Central Midlands Council of Governments (COG) for 19 years before his position as Planning and Zoning Director for the City of West Columbia. He has a master's degree in public administration and has been a certified planner since 1999. Mr. Shuler was the past president of the South Carolina Chapter of the SC Planning Association from 2018 to 2022. The Governor appointed him to serve on the SC Planning Education Advisory Committee in 2021.

Mr. Shuler was instrumental in writing Newberry County's first Comprehensive Plan in 2000. During his tenure at the COG, he wrote 15 Comprehensive Plans and several Zoning Ordinances. He facilitated training for Planning and Zoning Board Members to ensure they were consistent and current with state law requirements.

Palmetto Land Use Planning LLC would offer services to municipalities that need Comprehensive Plans, Zoning ordinance updates, and amendments. He would serve as interim staff when required and provide technical assistance to current staff. Mr. Shuler stated he would give training to Planning and Zoning Board Members and staff as needed. He spoke with staff about assisting in updating the Zoning Ordinances to bring them up to date with current trends in land use and the Comprehensive Plan. Mr. Shuler's company would provide zoning permit reviews and business license reviews to ensure compliance with the Town's Zoning Ordinances. He would assist staff with the Zoning Board of Appeals agendas, including reviewing applications, managing the notification process for meetings, and preparing agendas and staff reports for each meeting.

The Town's Zoning Map would be a high-priority project for Mr. Shuler. He would ensure the map is up-to-date and add it to the County's Geographical Information System (GIS), making it more accessible to staff and citizens of South Congaree.

Mayor Pro Tem Spires asked if the contract would cover management of all the permitting requests that came to the Town for Building or Zoning. Mr. Shuler stated that he would review the permit requests for Zoning and Business License, if needed, to make sure the location would be zoned for that type of business. The contract would be a retainer contract for 40 hours of services billed monthly. Council Member McIver asked if Mr. Shuler would assist the Town in amending or writing new Zoning ordinances instead of an attorney. Mr. Shuler stated that he was not an attorney, but he would be able to prepare ordinances for a final attorney review.

III. **Discussion: Town of South Congaree 2025 Comprehensive Plan**

Mayor Pro Tem Spires asked the Council if there were any points of discussion on the 2025 Comprehensive Plan. Council Member Prosser asked staff if the changes that were requested at the July 15th Regular Council Meeting had been made. Staff stated that, according to Gregory Sprouse with the Central Midlands Council of Governments (COG), all of the requested changes had been made. The following list of changes were made: page 23 – added “building height” requirements to Goal #2, page 24 – added “recycling, and salvage yards” to goal #8, changed South Carolina Department of Health and Environmental Control (SC DHEC) to South Carolina Department of Environmental Services (SC DES) throughout the document, page 75 – removed, “In 2016” and “new” to the following sentence, “In 2016, The Town of South Congaree adopted the “new” Lexington County Stormwater Ordinance and it identified the Town and County as the entities responsible for its enforcement.” The names of the Planning Commission and Zoning Board of Appeals Members were updated, and the Town Administrator was added.

Mayor Pro Tem Spires requested that the Town Clerk check the Comprehensive Plan with Grammarly to find any grammatical errors, etc. She also asked that the following be confirmed: Gaston, Irmo, Pine Ridge, and South Congaree are the only municipalities that do not impose a millage rate. She asked if the Town Attorney was researching the Airbnb accommodations tax. Council Member McIver requested that the budget expenses on page 96 be updated and that staff ensure the most current Zoning Map was used in the Comprehensive Plan. Council consulted with Mr. Wayne Shuler about controlling density in residential areas. Mr. Shuler stated that the Town was a lower-density jurisdiction.

IV. **Adjournment**

Mayor Pro Tem Spires called the meeting to a close at 6:22 PM.



Kelli Ricard, Town Clerk



Kitty Spires, Mayor Pro Tem

Date Approved: September 16, 2025