

**Council Members**

District 4: Larry Honeycutt, Chair

District 1: Terry Graham

District 3: Billy Mosteller

**County Attorney**

John K. DuBose III

**Clerk to Council**

Sherrie Simpson

**October 13, 2020****3:00 PM****101 North Main Street  
Lancaster, SC 29720**

**LANCASTER COUNTY  
Infrastructure and Regulation Committee  
County Council Chambers, County Administration Building, 101 North Main Street,  
Lancaster, SC 29720**

**AGENDA**

**1. Call to Order - Committee Chair Larry Honeycutt**

**2. Approval of the Agenda**

*[deletions and additions of non-substantive matters]*

**3. Citizens Comments**

*[While in-person Citizens Comments are not currently suspended, due to public health and safety considerations and the need for continued social distancing, the County is strongly encouraging citizen input and comments be submitted in writing prior to the meeting. Comments may be submitted via mail to ATTN: Sherrie Simpson, Post Office Box 1809, Lancaster, SC, 29721, email at [ssimpson@lancaster-sc.net](mailto:ssimpson@lancaster-sc.net) or by using the following link on our website where you can submit Citizens Comments online (look for the link on the right hand side of the page) - <https://www.mylancaster-sc.org/index.asp?SEC=DF11C6C4-BC53-4CD5-8A07-0847EAA1F478> Comments must be no longer than approximately 3 minutes when read aloud. Comments received will be acknowledged during the Citizens Comments portion of the meeting. Comments will need to be received prior to 4:00 p.m. on the day before the meeting. Please use the same link above in order to submit input/comments for Public Hearings.]*

**4. Approval of Minutes**

- a. Approval of Minutes from the September 15, 2020 I & R Committee Regular Meeting

**5. Discussion/Action Items**

- a. Development Agreements Discussion - Rox Burhans  
b. Subdivision Infrastructure Inspections - Rox Burhans  
c. Stormwater Department Update - Scott Edgar

**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 Infrastructure and Regulation Committee agendas are posted at the Lancaster County Administration Building and are available on the Website:*

**[www.mylancaster-sc.org](http://www.mylancaster-sc.org)**

## Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Sherrie Simpson/Clerk to Council

Department: County Clerk

Date Requested to be on Agenda: 10/13/2020

**Issue for Consideration:**

Approve or amend the minutes from the September 15, 2020 Infrastructure and Regulation (I & R) Committee regular meeting.

**Points to Consider:**

The minutes from the September 15, 2020 I & R Committee meeting are attached for the Committee's review and approval.

**Funding and Liability Factors:**

N/A

**Options:**

The Committee can approve or amend the minutes.

**Recommendation:**

Approve the minutes as written.

**ATTACHMENTS:**

Description	Upload Date	Type
Draft Minutes from the 9-15-2020 Infrastructure and Regulation (I & R) Committee Regular Meeting	10/7/2020	Backup Material

**Council Members**

District 4: Larry Honeycutt, Chair  
District 1: Terry Graham  
District 3: Billy Mosteller

**County Attorney**

John K. DuBose III

**Clerk to Council**

Sherrie Simpson

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September 15, 2020

3:00 PM

101 North Main Street  
Lancaster, SC 29720

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**LANCASTER COUNTY**  
**Infrastructure and Regulation Committee**  
**County Council Chambers, County Administration Building, 101 North Main Street,**  
**Lancaster, SC 29720**

**MINUTES**

Committee Members present: Terry Graham, Larry Honeycutt and Billy Mosteller.

Committee Members absent: None.

Staff Members/Others present: Steve Willis, County Administrator; Alison Alexander, Deputy County Administrator; John DuBose, County Attorney, via Conference Call; Sherrie Simpson, Clerk to Council; Rox Burhans, Development Services Director; Jeff Catoe, Public Services Director; and various staff.

A quorum of the Lancaster County Infrastructure and Regulation (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: *The Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, 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 the required length of time.

**Call to Order - Committee Chair Larry Honeycutt**

Committee Chair Larry Honeycutt called the Infrastructure and Regulation (I & R) Committee meeting to order at approximately 3:00 p.m.

**Approval of the Agenda**

Billy Mosteller moved that Item 5c (*RFATS Collector Road Study Implementation Update*) be moved up to Item 5a. Seconded by Terry Graham.

Motion to approve the Agenda as Amended Passed 3-0.

**Citizens Comments**

The following citizens submitted written comments for the meeting: None.

The following citizens signed up for and spoke during Citizens Comments: None.

### Approval of Minutes

Terry Graham moved to approve the minutes from the August 11, 2020 Infrastructure and Regulation (I & R) Committee regular meeting. Seconded by Billy Mosteller. Motion Passed 3-0.

### Discussion/Action Items

#### **a. RFATS Collector Road Study Implementation Update - Rox Burhans**

Rox Burhans reviewed the history of the RFATS Collector Road Study. He reviewed a handout, entitled "Collector Road Plan Implementation Next Steps," which is attached as Schedule A to the written minutes in the Clerk to Council's office. He explained collector road alignments.

John DuBose explained that the Council could adopt the study via Resolution and that they could pursue the implementation of the study via an Ordinance at a later date.

#### **b. Discussion of 1959 Steele Hill Road/Tam Lane Extension - Jeff Catoe**

Jeff Catoe explained that the County road system was closed via Ordinance. He further explained that staff was asked to review whether they could work on Tam Lane Extension. He noted that it is a gravel drive from an easement off Steele Hill Road. He explained that they have performed emergency maintenance on the road, at times, over the years; however, they stopped that once the Ordinance closing the County road system passed. He noted that there are complaints now due to the heavy rains which are washing the gravel down onto Steele Hill Road. He noted that a resident is now wanting Tam Lane Extension to be added to the maintenance rotation like any other County road. He explained that, in reviewing the documentation, the extension does not appear to be a County road and that staff would respond that they cannot perform maintenance on the road unless it was designated as a County road. John DuBose reviewed the Ordinance that closed the County road system.

Terry Graham stated that he is not in favor of re-opening the County road system.

#### **c. Schematic Site Plans for Potential Recycling Center - Steve Willis/Jeff Catoe**

Jeff Catoe reviewed the two possible plans for a potential recycling center at the old landfill site. He noted that the old landfill site has room for expansion but is further out of town. The Committee and staff discussed the pros and cons of having a recycling center at the Lancaster County Water and Sewer District site versus the old landfill site. Jeff Catoe explained that Public Works is going to have a study of the entire Solid Waste Program, which should be able to help determine the priorities for the overall program. The Committee asked that the item come back before them in the next couple of months.

The Committee asked that an update from the Stormwater Department be placed on the next meeting agenda.

Jeff Catoe explained that the Convenience sites hours would move to 9:00 a.m. to 6:00 p.m. after Daylight saving time ends.

### Adjournment

Billy Mosteller moved to adjourn the Infrastructure and Regulation (I & R) Committee regular meeting. Seconded by Terry Graham. Motion to Adjourn passed 3-0. There being no further business, the I & R Committee meeting adjourned at approximately 3:42 p.m.

## Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Rox Burhans, Development Services Director

Department: Planning

Date Requested to be on Agenda: 10/13/2020

### **Issue for Consideration:**

General discussion regarding desired content within potential future Development Agreements. Discussion will include a brief update on likely next agreement to be reviewed by the I & R Committee. What specifically should be incorporated within a Development Agreement.

### **Points to Consider:**

Prior Development Agreements contained a variety of measures to offset development impacts such as roof top fees, public safety payments, land donations, school district payments, etc. What, if any, of these potential mitigation items should be considered in future Development Agreements.

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

N/A

### **Options:**

N/A

### **Recommendation:**

Discussion only.

## Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Rox Burhans, Development Services Director

Department: Planning

Date Requested to be on Agenda: 10/13/2020

**Issue for Consideration:**

Infrastructure within residential subdivisions are not currently being inspected by County staff with exception of roadway proof rolls. (for most roads). This infrastructure includes sidewalks, ADA crossings, stormwater infrastructure, etc.

With a wave of new subdivisions having recently been approved and under construction, staff is concerned about the quality of infrastructure being constructed and the potential for liability for not inspecting the infrastructure.

**Points to Consider:**

Staff informational update only on new subdivision infrastructure inspection service area.

**Funding and Liability Factors:**

N/A

**Options:**

N/A

**Recommendation:**

N/A

## Agenda Item Summary

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Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Scott Edgar / Stormwater

Department: Administration

Date Requested to be on Agenda: 10/13/2020

**Issue for Consideration:**

At the September 15, 2020 meeting, I&R Committee Chairman Honeycutt requested an update from Stormwater on the overall operations of the utility. County Engineer and Stormwater Director Scott Edgar will provide the Committee with an update.

**Points to Consider:**

The update is for information only for the Committee.

**Funding and Liability Factors:**

n/a

**Options:**

The update is for information only for the Committee.

**Recommendation:**

The update is for information only for the Committee.

**ATTACHMENTS:**

Description	Upload Date	Type
Stormwater Overview	10/5/2020	Backup Material

See Summary Doc #1 and  
Frequently asked questions  
Doc #2 for additional  
Information.



**Original document prepared in fall 2017. ~~Text struck through is not in progress as of October 2020.~~** *We welcome visitors to see our operations and/or tour of construction sites. It cannot be truly appreciated until you see the magnitude of real site issues Lancaster Stormwater Management is faced with every day.*

### **Stormwater Utility timeline overview:**

Year 1: Assessment of system and water quality parameters in SMS4 service area. Sampling of SMS4 service area to determine presence and/or absence of illicit discharge pollutants and sources.

Year 2: Planning required for necessary SMS4 system infrastructure and water quality improvements. Allocation of resources for planned improvements.

Year 3 and on-going: Implementation of projects and practices to improve quality of life for customers.

### **Proposed initial Stormwater Utility staff and responsibilities:**

- Managing Engineer: Oversee implementation of permit and management responsibilities. ~~Analyses and design of upgrades to failing/undersized storm sewer infrastructure.~~ Investigate customer concerns and inquiries and offer potential solutions for customers to consider. Implement a training program for Lancaster County field staff concerning good housekeeping measures for SMS4 compliance.
- Construction Inspector: Ensure contractors utilize appropriate Best Management Practices (BMPs) to protect downstream property owners and water quality of our streams.
- Development Review Engineer: Assume responsibility of development review which is currently shared by SCDHEC for erosion control and consulting engineers for other engineering elements associated with infrastructure design and construction.
- Public Education & Outreach liaison: Gather public input concerning utility operations and goals. Establish social media forum to communicate with constituents. Pursue environmental education activities in community.
  - It is the intent that Stormwater Utility staff will be cross trained that all share responsibility to meet the needs of customers and permit compliance.

### **Future SWU expansion:**

Field crew: ~~This crew would be responsible for inspection and assessment of existing infrastructure condition, system maintenance, and minor upgrades of the stormwater utility system within the SMS4 service area. They would also construct and maintain green infrastructure elements to improve water quality. The implementation of a field crew would require an investment in equipment.~~



See Summary Doc #1 and  
Frequently asked questions  
Doc #2 for additional  
Information.



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~~Forester/limnologist: This individual would be focusing on design and implementation of elements and practices that improve water quality. They would be working closely with the public, SWU engineering and field staff.~~

### **Outline of typical tasks and activities associated with the Panhandle Stormwater Utility**

There are many aspects to community compliance with the National Pollutant Discharge Elimination System (NPDES) and the Small Municipal Separate Storm Sewer System (SMS4) programs which can broadly be grouped into six general categories as follows:

1. *Public Education and outreach*
2. *Public participation and involvement*
3. *Illicit Discharge Detection and elimination*
4. *Construction Site runoff control*
5. *Post-Construction site runoff control*
6. *Pollution Prevention/ Good Housekeeping (Municipal Operations)*

Each of these six program goals require specific steps and objectives to meet compliance with requirements from the South Carolina Department of Health and Environmental Control and the federal Environmental Protection Agency. The tasks listed below will be implemented over several years and modified as necessary to meet specific panhandle land use and constituent needs. These measures, tasks, and activities are generally defined as Best Management Practices (BMPs) by the regulatory community.

#### *Goal 1. Public Education and outreach:*

- Current pollutants of concern within the SMS4 service area
  - SCDHEC 303d list: ECOLI, BIO
  - EPA Total Maximum Daily Load (TMDL): Fecal Coliform
  - State, & federal endangered species, Carolina Heelsplitter: Sediment
- Identify target audience to minimize pollutants of concern
- Develop a public outreach plan to minimize pollutants
  - Engage stakeholders in planning public outreach campaign
  - Create educational materials for the target audience
  - Distribute environmental materials to aid understanding of program goals
    - Provide guidance to property owners implementing water quality measures
    - Meet with HOAs and community groups
    - Provide materials for web page updates and expansions
- ~~Assess and adjust public outreach program to fit needs of constituents, land use, and regulations~~

#### *Goal 2. Public Participation and Involvement:*

- Identify, support, participate and/or sponsor community events with booth emphasis on water quality
- Provide public access to SWMP information

See Summary Doc #1 and  
Frequently asked questions  
Doc #2 for additional  
Information.



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- Solicit on-going public input on program objectives, requirements, and implementation

*Goal 3. Illicit discharge detection and elimination:*

- Train Lancaster County field staff concerning illicit discharge detection and elimination
- Develop SMS4 system inventory maps/database with outfalls, public infrastructure condition, receiving waters, etc.
- Identify priority areas with potential illicit discharges
- Identify potential field screening locations
  - ~~Conduct dry weather field screening for illicit discharges~~
- ~~Develop illicit discharge tracking procedures~~
  - Conduct tracking when a pollutant is discernable in receiving waters
  - Eliminate illicit discharges and document investigations and elimination
- Internal ~~pipe cleaning and~~ TV inspections by remote equipment to assess infrastructure condition and/or illicit discharge locations
- ~~Adjust illicit discharge program to specific practices/parameters of concern~~

*Goal 4. Construction site runoff control:*

- Develop and adopt a stormwater ordinance
- Implement plan review of proposed development projects
- Training for construction site observation staff
  - Construction site observation, inventory, and record keeping
- Develop enforcement response plans for non-compliant properties
- Establish and implement construction operator training requirements

*Goal 5. Post-construction site runoff control:*

- Develop a stormwater quality ordinance
  - Evaluate and update ordinances as necessary
- Develop site performance standards to minimize first flush impacts from developed land uses
- Site plan review to ensure water quality standards are considered
- Develop Post-Construction BMP inventory
- Post-construction BMP observations per water quantity and quality benefits
- Develop a long term maintenance plan for site BMPs (ponds, buffer strips, level spreaders, etc.)
- Take and analyze background and impacted water samples to focus restoration efforts

*Goal 6. Pollution prevention/ good housekeeping:*

- Assess all municipal operations facilities concerning potential pollutant discharges
- Train Lancaster County field staff including: sheriff, fire, inspections, code enforcement, maintenance, and vehicle shop in one or more of the following areas:

See Summary Doc #1 and  
Frequently asked questions  
Doc #2 for additional  
Information.



- Illicit Discharge detection and elimination
- Pollution Prevention/Good Housekeeping
- Construction and post construction erosion control and water quality BMPs

### **Typical responsibilities which may be required of the Stormwater Utility:**

1. Act as a resource in Civil Engineering and environmental concerns
  - a. Develop and publish "fact sheets" on various environmental and water resource issues
  - b. Provide customer service response to citizen requests
  - c. Assistance to landowners for retrofit of water quality/quantity measures
  - d. Provide permitting and engineering assistance to Lancaster County departments
2. ~~Establish and maintain an accurate Stormwater Utility billing database~~
3. Review all new site development plans in ~~Panhandle~~ County for engineering and environmental concerns
4. Develop policies/practices ~~for consideration by Lancaster County Council~~
5. ~~Develop maintenance activities and inspection schedule for publicly owned BMPs~~
  - a. ~~Pipes, headwalls, junction boxes, curb inlets, ponds, swales, green infrastructure, etc.~~
6. ~~Establish a priority ranking system: repair/replace/ delay for inadequate storm drainage infrastructure~~
7. ~~Evaluate/ design/ and observe storm sewer infrastructure Capital Improvement Projects, (CIP)~~
8. ~~Design/administer stream bank stabilization/restoration projects~~
9. ~~Design and observe construction of "silt saver" walls or other mechanisms to reduce storm system failures and minimize on-going maintenance requirements~~
10. ~~Run HEC-RAS software on streams to evaluate cumulative impacts of development to floodplain / floodways.~~
  - a. ~~Evaluate ultimate buildout in HEC-RAS model for watersheds in MS4 area to minimize flooding and assist in future land planning/zoning efforts~~
11. ~~Evaluate methods of screening and/or removing "gross solids" (litter and rubbish) from panhandle waters~~
12. ~~Act as program managers for Capital Improvement Projects for storm system improvement projects~~

#### **Additional information concerning the Lancaster County SMS4 program:**

[www.scdhec.gov/Apps/Environment/PublicNotices/.../PDF/3318](http://www.scdhec.gov/Apps/Environment/PublicNotices/.../PDF/3318)  
<http://www.scdhec.gov/HomeAndEnvironment/Water/Stormwater/>  
[http://www.scdhec.gov/Environment/docs/Final\\_SSMS4\\_Permit.pdf](http://www.scdhec.gov/Environment/docs/Final_SSMS4_Permit.pdf)  
<https://www.scdhec.gov/Agency/docs/water-regs/r61-9.pdf>  
<https://www.epa.gov/npdes/npdes-stormwater-program>  
[https://www.scdhec.gov/HomeAndEnvironment/Docs/tmdl\\_waxhaw\\_fc.pdf](https://www.scdhec.gov/HomeAndEnvironment/Docs/tmdl_waxhaw_fc.pdf)  
<http://dnr.sc.gov/swap/supplemental/mussels/carolinaheelsplitter2015.pdf>  
<https://www.fws.gov/endangered/map/state/SC.html>



**Document #3**  
**Typical Tasks**

See Summary Doc #1 and  
Frequently asked questions  
Doc #2 for additional  
Information.

