

ORIGINAL  
STAMPED IN RED

ORDINANCE NO.: 2023-088

*Granting an encroachment to Capital City Financial Partners, care of Michael Norris and Josh Bradley, for the use of the right of way area of the 6200 block of Garners Ferry Road for the installation and maintenance of landscaping and irrigation adjacent to 6208 Garners Ferry Road, Richland County TMS# 16404-09-10*

WHEREAS, Capital City Financial Partners, care of Michael Norris and Josh Bradley, (hereinafter "Grantee") desires to utilize a portion of the right of way area of the 6200 block of Garners Ferry Road for the installation and maintenance of landscaping and irrigation adjacent to 6208 Garners Ferry Road, as shown on the attached drawings; and,

WHEREAS, it appears that the encroachment will not interfere with the use of the medians or street for traffic, utility locations or other uses within the foreseeable future; NOW, THEREFORE,

BE IT ORDAINED by the Mayor and City Council of the City of Columbia, South Carolina, this 15<sup>th</sup> day of August, 2023, that Grantee is hereby granted the right to use the right of way area of the 6200 block of Garners Ferry Road adjacent to 6208 Garners Ferry Road, Richland County TMS# 16404-09-10, for the installation and maintenance of landscaping and irrigation as shown on the attached drawings.

PROVIDED FURTHER that all work shall comply with the requirements of The City of Columbia, South Carolina Department of Transportation (SCDOT) and Federal Emergency Management Agency (FEMA) now in existence or hereafter enacted. The materials and type of finish to be used are to be approved by the City Engineer prior to installation. Any damage to the street or sidewalk caused by Grantee's construction shall be repaired to the satisfaction of the City Manager. Improvements within the encroachment shall be maintained by the grantee at no cost to the City in a manner approved by the City Manager; and,

PROVIDED further that in the event the City has to make repairs or maintain utility lines located within the encroachment area the City will replace any items removed for the utility repair or maintenance with like items to those removed; and,

PROVIDED FURTHER that the privilege granted hereby may be modified or terminated by Columbia City Council at any time without notice to the Grantee, its successors and assigns; and,

PROVIDED FURTHER that a certificate of insurance be issued as evidence of general liability insurance with at least the minimum amount of \$600,000.00 for personal injury and property damage and naming the City as an insured, be provided to and filed annually with the City Clerk by Grantee, his successors and assigns, as required by Chapter 11, Licenses, Permits, Business Regulations, Article III, Contractors, Sec. 11-71, 1998 Code of Ordinances of the City of Columbia, South Carolina.

PROVIDED FURTHER that the privilege granted hereby is subject to the Grantee complying with the following conditions, restrictions or limitations:

1. No item, including landscaping, shall be placed, planted or allowed to grow such that it creates a visual impediment to persons safely entering or exiting the driveway or to persons safely walking along the sidewalk. The City reserves the right to remove or cut any item located within the right of way which it deems to be a safety hazard.

2. Grantee is responsible for all maintenance and assuring that all accessibility and ADA requirements are met and maintained.

3. Grantee is responsible for maintaining landscaping and improvements.

4. Irrigation must be designed to avoid spraying walkways, sidewalks and streets and/or creating hazardous conditions upon the walkways, sidewalks and streets.

5. Obstructions of more than be four (4') feet in height are prohibited within the sight-visibility triangle.

6. Forestry and Beautification shall be provided access to trees within the right of way for maintenance purposes.

7. All trees shall be protected and no large tree roots shall be removed from any existing trees.

8. Prior to installation of landscaping and irrigation, coordinate with Columbia Water the location of a sewer main running parallel to sidewalk to ensure no conflicts between landscaping and utility lines.


BE IT FURTHER ORDAINED that Grantee, in consideration of the above privilege, shall at its expense provide for protection and relocation of all utilities that might be within this area to the satisfaction of the City Manager.

Requested by:

Assistant City Manager Gentry

  
\_\_\_\_\_  
Mayor


Approved by:

  
\_\_\_\_\_  
City Manager

Approved as to form:

  
\_\_\_\_\_  
City Attorney

ATTEST:

  
\_\_\_\_\_  
City Clerk

Introduced: 8/1/2023

Final Reading: 8/15/2023



**CITY COUNCIL  
ENCROACHMENT SUMMARY  
2023-088**



**6200 BLOCK OF GARNERS FERRY ROAD  
ADJACENT TO 6208 GARNERS FERRY ROAD  
LANDSCAPING AND IRRIGATION**

<b>Subject Property:</b>	Right-of-way adjacent to 6208 Garners Ferry Road
<b>Council District:</b>	4
<b>Proposal:</b>	The applicant is requesting an encroachment for installation and maintenance of landscaping and irrigation.
<b>Applicant:</b>	Capital City Financial Partners, care of Michael Norris and Josh Bradley
<b>Staff Recommendation:</b>	Approval.

<b>Detail:</b>	<p>The applicant is requesting an encroachment for the installation and maintenance of landscaping and irrigation adjacent to 6208 Garners Ferry Road, as shown on the attached drawings; and,</p> <p>Conditions of the proposed encroachment are as follows:</p> <ol style="list-style-type: none"><li>1. No item, including landscaping, shall be placed, planted or allowed to grow such that it creates a visual impediment to persons safely entering or exiting the driveway or to persons safely walking along the sidewalk. The City reserves the right to remove or cut any item located within the right of way which it deems to be a safety hazard.</li><li>2. Grantee is responsible for all maintenance and assuring that all accessibility and ADA requirements are met and maintained.</li><li>3. Grantee is responsible for maintaining landscaping and improvements.</li><li>4. Irrigation must be designed to avoid spraying walkways, sidewalks and streets and/or creating hazardous conditions upon the walkways, sidewalks and streets.</li><li>5. Obstructions of more than be four (4') feet in height are prohibited within the sight-visibility triangle.</li><li>6. Forestry and Beautification shall be provided access to trees within the right of way for maintenance purposes.</li><li>7. All trees shall be protected and no large tree roots shall be removed from any existing trees.</li><li>8. Prior to installation of landscaping and irrigation, coordinate with Columbia Water the location of a sewer main running parallel to sidewalk to ensure no conflicts between landscaping and utility lines.</li></ol>
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# Permanent Encroachment Application and Checklist

## Checklist for All Applications

A complete site plan application shall include the following information. Refer to the Procedures Manual for additional information about these requirements. Please initial to signify that the requested information has been provided.

	Applicant Initials	Staff Initials
A copy of this Application Checklist, completed by the applicant.	<input type="checkbox"/>	<input checked="" type="checkbox"/> RBB
A completed and signed Application Form	<input type="checkbox"/>	<input checked="" type="checkbox"/> RBB
Letters of Agency for all applications where the applicant is not the owner of the subject property	<input type="checkbox"/>	<input checked="" type="checkbox"/> —
Pictures or specification sheet of the items to permanently encroach the Right-of-way	<input type="checkbox"/>	<input checked="" type="checkbox"/> RBP
Existing Site Plan Please see page 4 below for required content.	<input type="checkbox"/>	<input checked="" type="checkbox"/> —
Proposed Site Plan Please see page 4 below for required content.	<input type="checkbox"/>	<input checked="" type="checkbox"/> RBB



# Permanent Encroachment Application and Checklist

## 1. Applicant Information

Name <b>Michael Norris + Josh Bradley</b>	
Company (if applicable) <b>Capital City Financial Partners</b>	
Address (street, city, state, zip) <b>6208 Garners Ferry Road - Suite A Columbia, SC 29209</b>	
Phone <b>(803) 782-0671</b>	Email <b>Michael@CapitalCityFP.com</b>

## 2. Property Information

Address <b>6208 Garners Ferry Road - Suite A Columbia, SC 29209</b>	
Tax Map Reference Number(s) <b>R16404-09-10</b>	
Current use <b>Light commercial (office) C-3 Zoning</b>	Proposed use <b>Light commercial (office) C-3 Zoning (NO CHANGE)</b>

## 3. Property Ownership

Does the applicant own the adjacent property? ☒ Yes ☐ No

If the applicant does not own the adjacent property, complete the **Letter of Agency** for each property owner that authorizes the applicant to submit this application on the property owner's behalf.



# Permanent Encroachment Application and Checklist

## 4. Project Description

Provide a brief description of the project and list all items that will be placed in the right-of-way (walls, fences, columns, steps, irrigation systems, landscaping, driveways, pavers, sidewalks/walkways, planters, awnings, etc.)

Running along Garner's Ferry, across from the VA, we would like to invest into landscaping of the grassy area between the road & the existing bush line. There is an enclosed screenshot to further specify the area of interest.

Landscaping would include various small, low-height, ornamental plants, as well as a few small & manageable trees (like, for example, a Pindo Palm). Additionally, mulching swaths of the specified area to match that of the VA hospital's mulch across the street. It should be noted that any tree, small as it may be, will not be placed where it could, one day, grow to interfere with utility lines, both above & below. No permanent structures are planned. If irrigation is deemed necessary, we would opt for above-ground drip-irrigation, sourced from our office building.

For stamp use only	
Date received (M/D/Yr) _____	By _____





# Permanent Encroachment Application and Checklist

## 5. Additional Submission Requirements

### Existing Site Plan

This shall be a site plan of the existing conditions or a plat of survey, to scale and fully dimensioned.

### Proposed Site Plan

The proposed site plan shall be prepared to scale and fully dimensioned, and include the following:

	Applicant	Staff
Total acreage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Location of lots and outlets (numbered and area in square feet)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location of buildings (including setbacks from property lines and distances between buildings) N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location of parking and access/driveways (Pictured)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location of rights-of-way and/or easements for streets, railroads, and utility (Pictured)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lines upon and abutting subject property	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Location of streets, alleys, railroads, and utility lines upon and abutting subject property (Pictured)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Section of sidewalk or right-of-way to be used for the encroachment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed placement of permanent items and furnishings on the sidewalk N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed placement of permanent items and furnishings in the right-of-way N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location and height of all fences, walls, and exterior lighting in the right-of-way N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
North arrow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scale	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vicinity map (at 1 inch equals 1,000 feet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 6. Acknowledgement

For a continuing encroachment on any type of property in which the City has an interest (i.e., rights of way, tree zone, sidewalk, streets), the person or entity is required to have an encroachment ordinance enacted by City Council permitting the encroachment. Encroachment ordinances are required for but not limited to: irrigation systems; landscaping; fencing; walls; pavers; walkways; outdoor dining items (chairs, tables, umbrellas, etc.); awnings; bollards and directional signs (i.e., churches) Business signs are NOT permitted via an encroachment.

Encroachments must comply with all existing City codes, rules and regulations, the Americans with Disabilities Act, if applicable, and are subject to review and approval by City staff. Enactment of the encroachment ordinance by a majority vote of City Council, which is a discretionary legislative act, is also required.

In order to obtain an encroachment ordinance from the City of Columbia, it will be necessary for the City of Columbia to be named as an additional insured on your insurance policy with limits being increased to \$600,000 as required by Sec. 11-71. It is recommended that you contact your insurance provider to determine if it will name the City of Columbia as an additional insured prior to submitting your request for an encroachment ordinance. If you have any questions concerning these requirements, please contact Chip Timmons with Risk Management, (803) 733-8306 or catimmons@columbiasc.net.

All work shall comply with the requirements of the City of Columbia and South Carolina Department of Transportation now in existence or hereafter enacted. The materials and type of finish to be used are to be approved by the City Engineer prior to installation.





# Permanent Encroachment Application and Checklist

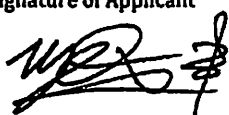
Any damage to the street or sidewalk caused by construction shall be repaired to the satisfaction of the City Manager. Improvements within the encroachment shall be maintained by the grantee at no cost to the City in a manner approved by the City Manager.

Property owned, operated and maintained by SCDOT shall comply with SCDOT encroachment requirements.

Permittee understands and agrees that the privilege granted may be modified or terminated by the City of Columbia at any time without notice and that the privilege granted hereby is subject to applicant's compliance with the following conditions, restrictions or limitations:

Permittee must comply with all existing City of Columbia and any other state or federal codes, rules and regulations, as applicable including the Americans with Disabilities Act, now in existence or hereafter enacted.

## 7. Signature

Signature of Applicant 	
Print Name Michael Norris	Date 06/27/23



□ Trees  
○ Shrubs  
**City of Columbia**



This map was prepared using  
 the City GIS Viewer.  
 City of Columbia - GIS Division  
 Monday, July 17, 2023

#### Address Point

- Active
- Vacant
- Tax Parcel

#### Street & Ownership

- Interstate

- Highway
- City Maintained
- State Maintained
- - Private
- Others
- Columbia City Limits

#### Other Municipality

- Arcadia Lakes
- Blythewood
- Cayce
- Chapin
- Eastover

- Forest Acres
- Irmo
- Lexington
- West Columbia

#### CITY OF COLUMBIA GIS DATA DISCLAIMER:

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