

City of Clemson
PLANNING COMMISSION MEETING
Monday, November 18, 2024
6:00 p.m.

MINUTES

The City of Clemson Planning Commission met in open session in the Council Chambers in City Hall, 1250 Tiger Boulevard, Clemson, SC.

Members present: Herb Tyler (Chair), Greg Rice (Vice-Chair), John Crolley, Jennifer Thackston, Frederick Burton, Tanya Hyatt and Matthew Corontzes.

Staff present: Nathan Woods, Director of Planning and Development; Art Holbrooks, City Planner; Aaron O’Kelley, IT Department; Kelly Roach, Recording Secretary.

The meeting was livestreamed and recorded on YouTube.

1. Call to Order:

Mr. Tyler called the meeting to order at 6:00 p.m. and introduced the Commission members and City staff present.

2. Public Session (0:1:37)

Mr. Tyler opened the Public Session, and called for comments related to items not on the agenda; no one spoke. The Public Session was closed.

3. Adoption of Minutes (0:2:57)

a. September 9, 2024 - Regular Meeting

Mr. Tyler called for proposed edits to the draft minutes; there were none.

Mr. Tyler called for a motion. Mr. Burton made a motion to approve the minutes of the September 9, 2024 meeting as presented; Ms. Hyatt seconded the motion. Mr. Tyler called for a vote by a show of hands; there was no opposition. The motion was approved by a 6-0 vote. (Mr. Rice abstained from voting due to not being present at the September 2024 meeting.)

4. Action Items (0:4:01) - None

5. Advisory Item (0:4:04) - None

6. Discussion Items (0:4:14)

a. Status of Comprehensive Plan Update

Mr. Tyler recognized Mr. Woods, who began the update by addressing concerns regarding an editorial recently published in the Seneca Daily Journal newspaper. He then discussed the plan update process and timeline (See attachment #1). He concluded the review of the ongoing effort by noting that a draft of the vision, goals and future land use map would be emailed out to each of the commissioners by the end of the month. Following Mr. Woods' presentation, Mr. Tyler noted his concerns with the newspaper editorial. He listed several specific but unsuccessful efforts to make contact with the author in order to clarify the issues. Discussion followed, during which Commission members expressed appreciation and confidence in staff's efforts in the ongoing effort to update the Plan.

Mr. Tyler then addressed confusion related to an item from the September meeting that dealt with changing the zoning for nonconforming properties. Discussion followed.

Prior to moving on with the agenda, Mr. Tyler reminded the public about the ongoing survey related to the Comprehensive Plan.

7. Staff Reports (0:43:04) – None

8. Other Items (0:43:05)

a. Planning Commission Representation at Council Meeting – None

b. Future Workshops and Other Events – It was noted that Staff would be getting a schedule to the commissioners.

9. Adjourn (0:46:32)

Mr. Tyler called for a motion to adjourn. Mr. Rice made a motion to adjourn; Ms. Thackston seconded the motion. Mr. Tyler called for a vote by a show of hands; there was no opposition.

The motion was unanimously approved by a 7 - 0 vote.

The meeting was adjourned at 6:42 p.m.

Respectfully submitted,

Kelly Roach, Recording Secretary

These minutes are in draft format and subject to change until approval by the City of Clemson Planning Commission.

Attachment #1

Nathan Woods' Notes: Comprehensive Plan Update Status

Where we are:

We are focused on developing the Comprehensive Plan's Vision, Goals and Preliminary Land Use Element.

The Comprehensive Plan needs to establish an overall "vision statement" for the future of Clemson that can provide focus and direction with goals or plan principles based on analysis and themes identified during community outreach.

4c. Staff and the Project Team are currently reviewing the Vision, Goals and Preliminary Land Use Element ahead of distribution to the Comprehensive Plan Advisory Committee (CPAC) which is composed of the Planning Commission and City Council. Comments provided by City Staff will be integrated into the Vision Statement and Goals and distributed to the CPAC for their review.

What's next?

4d. The next step is a CPAC Meeting where the Project Team will meet with and present the Vision, Goals, and Preliminary Land Use Element to the CPAC to gather feedback and input. This will be scheduled once the Project Team and Staff have completed their review. (TBD January)

4e. Community Input Session on Vision, Goals, and Objectives (TBD January)

4f. Discuss Vision, Goals, and Objectives with various community groups for comment. Continue to push for survey participation at these meetings (TBD January)

Then what?

The Project Team and Staff will begin preparation of the preliminary City-Wide elements, policies, and recommendations for core comprehensive plan elements. The Draft Elements prepared for this task will reflect the Preliminary Land Use Element, Vision, and Goals developed in previous steps of the planning process.

5e. After staff review and discussion the Project Team will conduct a meeting with the CPAC to review and discuss the preliminary elements.

6a. Based on feedback received in Step 5 the Project Team will prepare the draft Comprehensive Plan document that synthesizes the finding and recommendations. The plan will be user-friendly, highly illustrative, and visually compelling. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photographs to effectively communicate the Plan's policies and recommendations.

6b. Staff Review

6c. CPAC meeting

6d. Community Open House

6e. Final Draft Plan for Public Hearing

6f. Final Comprehensive Plan Document

A sample of where we've been:

1. *Comprehensive Plan RFP live (3/08/2023)*
2. *Comprehensive Plan Consultant Interviews (5/02/2023)*
3. *1d. Planning Staff Meeting with Consultants and City Tours (11/14/2023)*
4. *1e. City Department Heads Meeting (11/15/23)*
5. *1f. CPAC Project Initiation Meeting (11/15/23)*
6. *2a: Project Website Live (11/10/2023)*
7. *Banner added to City's website (11/10/2023)*
8. *2b. Online Community Questionnaire Live (11/10/2023)*
9. *2d. Key Stakeholder Interviews (11/15-11/16/23)*
10. *2f. Business Community Workshop (11/15/23)*
11. *2g. Community Visioning Workshop (03/12/2024)*
12. *3d. Existing Conditions Memorandum Draft sent to CPAC (3/27/2024)*
13. *3f. CPAC meetings to discuss Existing Conditions (5/09/2024)*
14. *Article about Comprehensive Plan in Community Connection (June 2024)*
15. *Zoning Discussion Meetings held (8/27-9/12/2024)*
16. *Staff and Consultant Review of Vision and Goals (September/October 2024)*
17. *Initial distribution of Vision and Goals to Planning Commission (November 2024)*