

1. Remote Participation And Viewing

Public Comments can be made in two ways:

1. In person during the appropriate point(s) of the meeting
2. [VIA THE MYCIVIC APP](#) up to 5pm the day before the meeting.

Public Meetings are livestreamed and recordings are archived on the [CITY OF CLEMSON YOUTUBE PAGE](#).

Disclaimer: The City of Clemson will continue to provide multiple ways to view and participate in our public meetings. Note that technology is not perfect and on rare occasions could fail before, during, or after a meeting. If this happens you should be able to watch the local recorded meeting on YouTube at a later date or review the minutes of the meeting when they are available.

2. Agenda

Documents:

[2025_12_18_BZA_AGENDA.PDF](#)

3. Meeting Materials

Documents:

[2025_06_23_BZA_MINUTES DRAFT.PDF](#)
[2025_V_01_104 MITCHELL AVE.PDF](#)



CITY OF
Clemson
PLANNING &
DEVELOPMENT

AGENDA

**Board of Zoning Appeals Meeting
December 18, 2025 at 6:00 P.M.
1250 Tiger Blvd., City Hall
City Council Chambers**

You can also view these meetings on the City of Clemson's YouTube channel.

How to Submit Public Comments

1. In person during appropriate portions of meetings
2. On the City's MyCivic web platform no later than 5:00 p.m. the day before the meeting

1. Call to Order

2. Adoption of Minutes – June 23, 2025

3. Public Hearing

- a. **2025-V-01:** Applicant Olin Mefford, of 104 Mitchell Ave, is requesting a variance from Section 19-305 A.3.b.2.f – requesting an 8ft side setback where 10ft is required.

4. Staff Reports

5. Other Business

6. Adjourn

BOARD OF ZONING APPEALS
June 23, 2025 – 6:00 P.M.
CITY COUNCIL CHAMBERS

Members Present: Abbas Fiuzat, Robert Healy, Anne Moroski and Keith Rockow

Members Absent: Valerie Boatwright, Seth Sanders and Karen Ware

Staff Present: Jacob Peabody, Zoning Administrator, and Rebekah Wilbanks, Recording Secretary

1. Call to Order: Acting Chairman Robert Healy called the meeting to order at 6:00 p.m.

2. Adoption of Minutes: Abbas Fiuzat moved the Minutes of the November 21, 2024 meeting be adopted as presented. Keith Rockow seconded the motion. Minutes were adopted by unanimous vote. (2:53)

3. Action Items:

- a. **2025-SE-01:** Applicant University Cottages LLC, is requesting a special exception in accordance with Sec. 19-305 4b that, if approved, would allow for a group home for adults with disabilities to be built at 201 Calhoun St. (3:24)

Staff Report: Jacob Peabody informed the board the subject property has already been subdivided into three lots. The applicant is requesting a special exception to use these lots as a group home for developmentally disabled adults. The lot closest to Calhoun Street will be a single-family residence with nine beds, the middle lot will have a duplex with three beds per unit, and the final lot will have a duplex with four beds per unit. This will total 23 beds for this project. There will be four caretakes and 21 adults with special needs. The property is zoned RM-1, which does allow for this use. (4:07)

Applicant Report: Mr. Travis Shrout informed the board this project was intended for Clemson Life Students transitions after school, but it would be open to others. (6:45)

Discussion Followed. (8:28)

Public Comment Open/Closed. No one chose to speak. (18:52)

Discussion continued. (19:02)

Keith Rockow made the motion to approve the special exception with the following stipulations:

1. Parking lot and drive aisle must be 3ft from the side property line
2. Minimum 6ft tall solid fence or wall be installed between the parking lot and 203 Calhoun Street
3. If there are any light poles in the parking lot they meet the following standards:
 - a. Poles limited to 15ft tall
 - b. Lights will be dark sky compliant
 - c. Lights will have shielding to not shine onto the property at 203 Calhoun Street
 - d. Lights will have a maximum brightness of 1,500 lm and maximum temperature of 3,000K
4. All structure will be Craftsman Style.

Anne Miroski seconded the motion. Variance was approved by unanimous vote. (23:55)

4. Staff Reports: None.

5. Other Items: None.

6. Adjourn – 6:26 p.m.



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www.cityofclemson.org

BZA

BOARD OF ZONING APPEALS
NOTICE OF APPEALS FOR A VARIANCE

Please complete in ink and return to the Planning and Codes Administration Department with required attachments, information, and **filing fee of \$250**. Variance applications require a current survey of the property, and a designation of agent if owner is not the applicant. **Both sides of this application must be completed; incomplete applications will not be accepted.**

2025
File no.: V0-1 PIN: 4054-17-02-3232 Date submitted: 11/26/25 Board of Zoning Appeals meeting date: 12/18/25

OWNER(S) INFORMATION

Last name: Mefford First: Olin Middle: Thompson Interest: Sole owner Co-owner
Mailing address: 104 Mitchell Ave City: Clemson State: SC ZIP Code: 29631
Daytime phone no.: (864) 6437959 Fax no.: () E-mail: [REDACTED]

APPLICANT INFORMATION

To be completed only if Owner is not Applicant:

Applicant's last name: First: Middle:
Mailing address: City: State: ZIP Code:
Daytime phone no.: () Fax no.: () E-mail:

PROPERTY INFORMATION

Property address: 104 Mitchell Ave Property dimensions: Property area: 1.1 acres Zoning district: R-20

DESIGNATION OF AGENT

To be completed by Owner(s) only if Owner is not Applicant:

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this request for a variance.

Owner name Owner signature Date

Owner name Owner signature Date

To be completed by Applicant:

I certify that the information in this request is correct.

Applicant name: [Signature] Applicant signature: Julie Mefford Date: 11/26/25

REQUIRED INFORMATION

1. Request for Variance

Applicant hereby appeals to the Board of Zoning Appeals for a variance from the strict application for the property described on this application from the following provisions of the Zoning Ordinance Section(s):

19-305.A.3.b.2.f: Side setbacks on structures abutting R-20 and R-12 districts shall be 10 feet.

Requesting 8ft set back where 10 is required.

So that the appropriate permit may be issued to allow the use of the property in a manner shown on the attached survey with supporting documents and described as follows:

Survey of property showing existing carport structure
Drawing of proposed garage enclosure of carport

For which a permit has been denied by a zoning official on the grounds that the proposal would be in violation of the cited section(s) of the Zoning Ordinance.

2. Justification for Variance

The application of the ordinance will result in unnecessary hardship, and the standards for a variance set by Set Law and the ordinance are met by the following facts:

a. There are extraordinary and exceptional conditions pertaining to the particular piece of property as follows:

This property has extraordinary conditions due to the fixed location of the existing carport and the layout of the driveway and adjacent structures. These constraints limit where an enclosed garage can reasonably be placed, and strict application of the 10-foot setback would require impractical alterations to permanent features.

b. These conditions do not generally apply to other properties in the vicinity as follows:

These conditions are unique to this property and create a hardship not shared by neighboring parcels.

c. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property as follows:

Because of these conditions, enforcing the ordinance would prevent the existing carport from being converted into a garage and would place unreasonable limits on the property's use.

d. The authorization of the variance will not be of substantial detriment to adjacent properties or the public good, and the granting of the variance will not harm the character of the district as follows:

The variance will not harm adjacent properties or the public good. The proposed setback reduction does not affect access, safety, visibility, or drainage, and the structure remains compatible with surrounding homes. Granting this variance maintains the existing character of the neighborhood.

e. The effect of the variance would not allow the establishment of a use not otherwise permitted in the zoning district, would not extend physically a nonconforming use of the land and would not change the zoning district boundaries shown on the official zoning map.

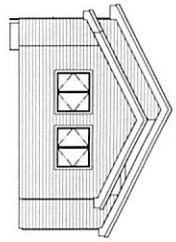
The variance does not permit any use that is otherwise prohibited in the zoning district, does not expand a nonconforming use, and does not alter zoning boundaries. It simply allows the enclosure of an existing structure within the established residential use.

3. Documents provided

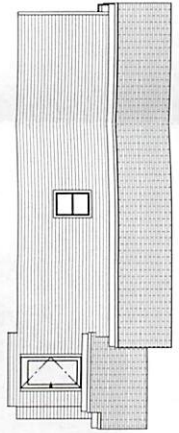
The following documents with a sealed survey are submitted to support this appeal:

Proposed project plan
Letter from adjoining lot stating approval or proposed project

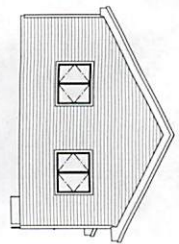
Use additional sheets if necessary.



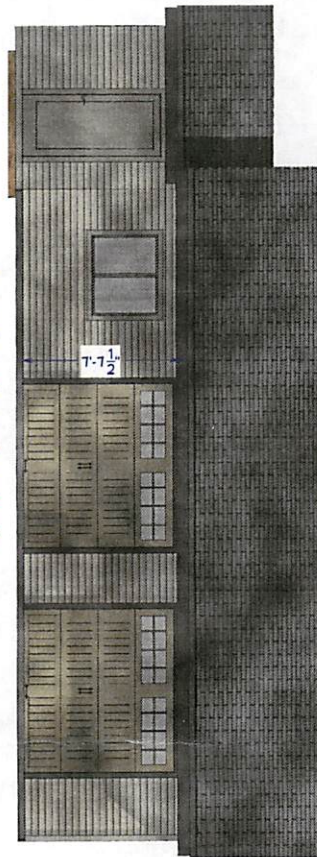
Exterior Elevation Back



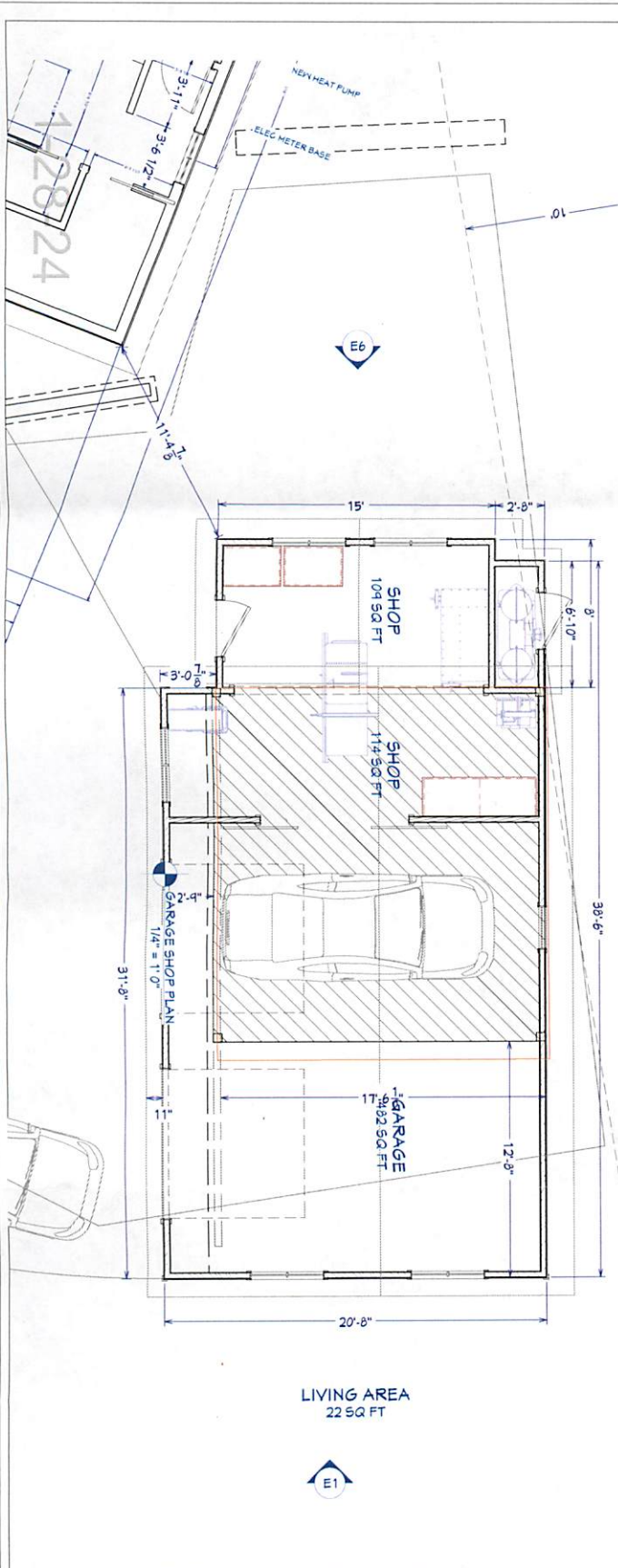
Exterior Elevation Right



Exterior Elevation Front



Exterior Elevation Left



LIVING AREA
22 SQ FT

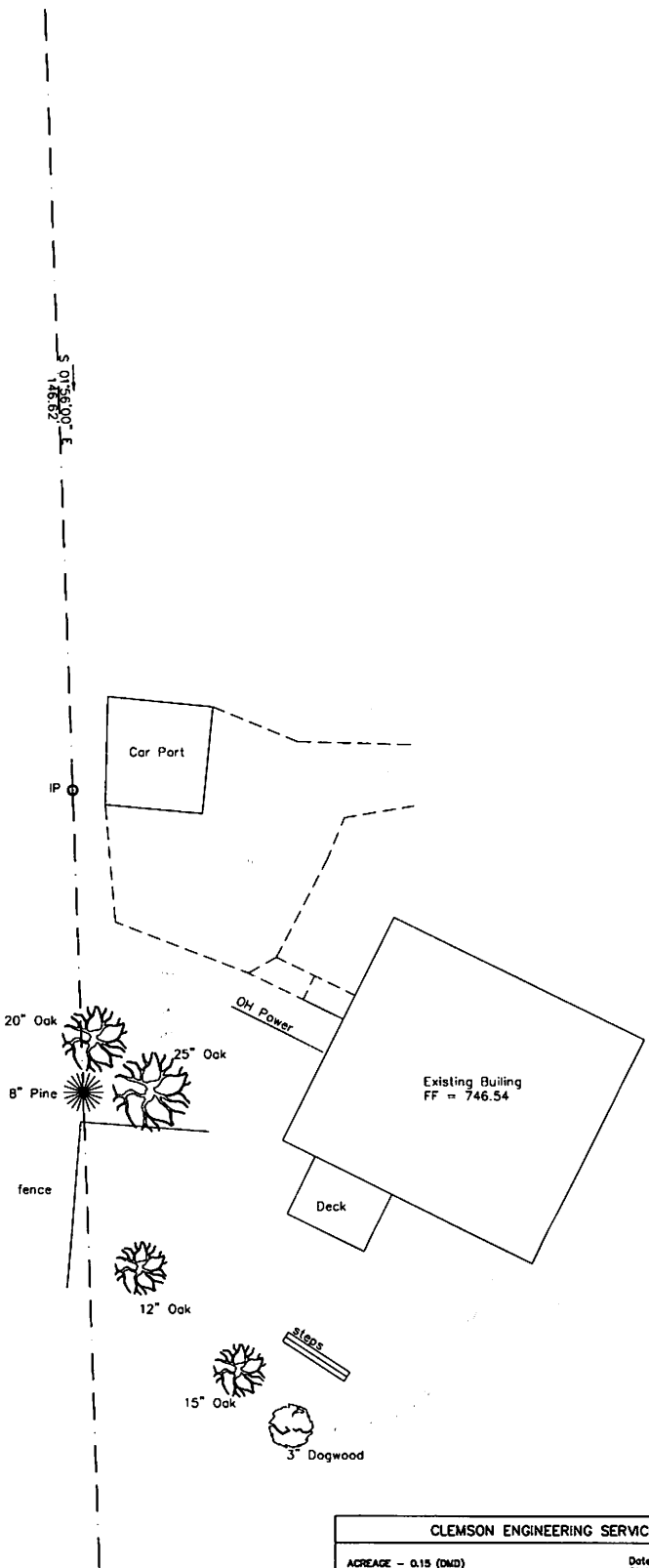


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24

SHEET:	DATE:	DRAWINGS PROVIDED BY:
	9/2/25	Keane Associates Ltd
SCALE:		1632 Keowee Lakeshore Dr
		Seneca, SC
		jitk7140@gmail.com 843 368-5643

MEFFORD GARAGE/SHOP
104 MITCHELL
CLEMSON, SC

GARAGE/SHOP



CLEMSON ENGINEERING SERVICES

<p>ACREAGE — 0.15 (DMD) PLAT OF UNBALANCED TRAVERSE SCALE 1" = 10'</p>	<p>Date: April 19, 2018 State of South Carolina County of Pickens Township of Clemson 104 Mitchell Ave.</p>
<p>GRAPHIC SCALE</p>	
<p>PREPARED FOR: Don Thomas McFord</p>	<p>R.J. COOPER, P.E. AND L.S. #4882 PHONE (864) 654-2373</p>
<p>PROPERTY SUBJECT TO ANY AND ALL RIGHT-OF-WAY, EASEMENTS, OR RESTRICTIONS OF RECORD. REC. PLAN BORN 1922 page 160 Plat work by Carlow-Cramer</p>	