

PLANNING COMMISSION MEETING
THE MANOR
100 ALVINA HAGOOD CIRCLE
BLYTHERWOOD, SOUTH CAROLINA
MONDAY, APRIL 5, 2021
6:00 PM

MINUTES

Members Present

Rich McKenrick, Chair
Malcolm Gordge, Vice-Chair
Edward Kesser
Marcus Taylor
Erica Page
Sharron Pickle

Staff Present

Carroll Williamson, Town Admin
Saralyn Yarborough, Asst. Admin
Melissa Cowan, Town Clerk

Members Absent

Ernestine Middleton

I. CALL TO ORDER AND DECLARATION OF A QUORUM

The meeting was called to order by Chair Rich McKenrick at 6:00 PM.

A. ROLL CALL

Six Commissioners were present, constituting a quorum.

B. NOTIFICATION AND POSTING OF THE AGENDA

Town Clerk confirmed the agenda was properly posted and the media notified.

C. ADOPTION OF THE AGENDA

Edward Kesser made a Motion to adopt the agenda as presented. The Motion was seconded by Marcus Taylor. **All in favor; 6-0**

D. PLEDGE OF ALLEGIANCE

Chair Rich McKenrick led the pledge of allegiance.

E. APPROVAL OF MINUTES (PC Regular Meeting 3-3-2021 and Special Call Meeting 3-15-2021)

Malcolm Gordge made a Motion to approve the minutes of March 3, 2021 and Special Call March 15, 2021. The Motion was seconded by Edward Kesser. **All in favor; 6-0**

II. **PRESENTATION**

A. **BLYTHEWOOD INDUSTRIAL PARK (TIFFANY HARRISON, RCED)**

The County purchased approximately 1,349 acres in 2019 to develop as a Class A industrial park. We wanted to make a home here in Blythewood that would be complementary to the community. We understand that Blythewood has certain design aesthetics that you would like to see. We want to work with the community, Town Council and the Planning Commission to be sure to compliment and add to the community of Blythewood.

Tiffany Harrison addressed the Planning Commission, "When we went through this master planning process with Thomas & Hutton, we wanted to make sure that we controlled what the entrance to the park off of Blythewood Road would look like. We're building a Class A development. We wanted to make sure the entrance to the industrial park had that same appeal. The four parcels outlined in red along Blythewood Road will be the entrance to the park and comprise approximately 100 acres classified as commercial development. The County wanted to bring someone in to help us decide what to do with the parcels designated as commercial. We wanted to bring someone in that could help us come up with a plan for the commercial property, that will complement the surrounding area and be something that the Town will get behind and be supportive of."

"Richland County Economic Development has been working with the Urban Land Institute (ULI). They have a program called TAP (Technical Assistance Program), where they bring in a group of subject matter experts to solve a problem. ULI will visit the Blythewood community beginning in early April and identify the stakeholders that they are bringing into the community, the subject matter experts. The idea is that they would come into the community on May 19th to conduct the stakeholder meetings. This is a tentative date. RCED will be working with the Town of Blythewood to identify key stakeholders. There will also be a public input meeting."

Vice-Chair Malcolm Gordge asked Tiffany Harrison when the Design Review Committee will likely be created. Vice-Chair Gordge asked, "What is your timeline for that committee to be set up after ULI conducts the stakeholder meetings?" Tiffany Harrison responded stating, "That is something we can set up. Town Council will have to appoint individuals to the Design Review Committee. We haven't forgotten about it. We are moving forward with some of these other activities." Malcolm Gordge stated, "We're actively rewriting our comprehensive plan and needless to say this is a big chunk of that. It impacts on so many aspects of the plan. It's imperative that we keep in step with you guys."

III. **DISCUSSION ITEMS**

A. **STAKEHOLDER SURVEY TIMELINE**

The survey was made available on the town's website starting April 1. On Thursday, April 15,

a card with a QR code will be inserted in the local newspapers. The surveys will be mailed to every home in the 2016 zip code. The survey can be accessed by scanning the QR code. The surveys can be accessed at numerous other sites. Paper copies will be available at Blythewood Town Hall, the Blythewood Farmer's Market and the Greater Blythewood Chamber of Commerce. The QR code will be available in restaurants and other places around town.

- Contact with citizens living in Blythewood and the surrounding area through their neighborhood associations, churches, and community organizations;
- Electronic survey via Survey Monkey prominently located on the website with frequent links to it on Town's social media;
- A QR code linked to the electronic survey that can be placed at local businesses;
- Paper copies delivered to residents within area code 29016 with a self-addressed stamped envelope for convenient return;
- Articles in the local newspapers; and
- Speaking at the Greater Blythewood Chamber of Commerce monthly meeting to engage local business community.
- April 1st – 15th – Town staff, boards, and commission members go to the town's website and complete the survey ahead of the press release on the 15th.
- April 1st – 8th – Distribute the "Have You?" buttons to local businesses
- April 5th – Press release packet complete (Staff)
- April 8th – Article in local papers / television
- April 15th – Survey inserts delivered to all residents of 29016 by *The Voice*
- April 15th – Survey inserts circulated in *The Country Chronicle*
- April 19th – Discuss and encourage involvement during the April Board of Architectural Review meeting
- April 26th – Discuss and encourage involvement during the April Town Council meeting
- April 15th – May 15th – All members of the following boards and commissions promote the completion of the "Stakeholder Survey" by anyone living in the 29016 zip code

B. (TC) TOWN CENTER DISTRICT LAND USES

Administrator Williamson stated The Blythewood Code of Ordinances Chapter 155 (Zoning), establishes a good framework for Town Center District land use regulations. The existing table of principal uses by commercial zoning districts in Section 155.180 provides a user-friendly description of what uses are allowed in the Town Center (TC) District. Following that table are conditional use standards.

The purpose of this discussion will be to review the land uses permitted, conditionally permitted, or prohibited in the TC District. Because more properties have been zoned to Town Center, it is worthwhile to periodically review these uses to ensure that they still meet the intent of the Town and the District.

IV. **OPEN CITIZEN COMMENTS**

No citizens signed in to speak.

V. **ADJOURNMENT**

Marcus Taylor made a Motion to adjourn the meeting at 7:14 PM. The Motion was seconded by Erica Page. **All in favor; 6-0**

Respectfully submitted,

Melissa Cowan, Town Clerk