

**AGENDA**  
**PLANNING COMMISSION**  
**City of Westminster**

**Monday, January 27, 2025**

**6:00PM**

**Regular Meeting**

**Westminster City Hall**  
**100 E. Windsor St,**  
**Westminster, SC 29693**

**Westminster Planning Commission**

**January 27, 2025 Meeting**

**6:00pm- City Hall**

- 1. Call to Order**
- 2. Swearing In of Planning Commission Member Charles Morgan**
- 3. Invocation and Pledge of Allegiance**
- 4. Certification of Quorum**
- 5. Comments from Staff**
  - a. Misc./Other**

**Routine Business**

- 6. Consideration of Minutes from November 18, 2024.**
- 7. Consideration of 2025 Meeting Schedule**

<b>Month</b>	<b>Date</b>
January	January 27, 2025
February	February 24, 2025 (President's Day on February 17)
March	March 17, 2025
	April 21, 2025
May	May 19, 2025
June	June 16, 2025
July	July 14, 2025
August	August 18, 2025
September	September 15, 2025
October	October 20, 2025
November	November 17, 2025
December	No Meeting.

- 8. Nomination and Election of Planning Commission Officers**
  - a. Chair**
  - b. Vice-Chair**
  - c. Secretary**

## **Old Business**

None.

## **New Business**

None.

## **Special Presentations and Workshop**

### **9. South Carolina Chapter of the American Planning Association Community Technical Assistance Program's Presentation**

The SC Chapter of the American Planning Association (SCAPA) provided the City of Westminster with a technical assistance grant, focusing on the HWY 123 Corridor from (roughly) the marquee sign at the intersection of Main Street and Windsor Street to the intersection of HWY 24 and Main Street (Ingles Intersection). They were tasked to identify ways and opportunities to improve their project area to make it more pedestrian friendly, promote beautification, and to compliment the Downtown Masterplan.

The volunteer committee was made up of planning professionals in local government, planning consultants, and students at Clemson University. They met monthly with Westminster Staff to provide updates and direction.

The plan is a recommendation of policies, possible future partnerships, and development standards that could lead to improvements in the corridor.

Staff requests that Planning Commission formally accept the document, engage in dialogue with the SCAPA Volunteers, and provide feedback to City Staff. The Planning Commission will have additional opportunities over the coming months to determine if they would recommend and/or policies to City Council as a result of the plan.

### **10. Adjourn**

**City of Westminster**  
**MINUTES OF THE PLANNING COMMISSION**  
**November 18, 2024, 6:00 pm**  
**Westminster City Hall**

The meeting was called to order at 6:00pm. In attendance were Sandra Powell, Ben Lewis, Lacey Moore, Jarrod Brucke and Truman Holbrooks.

Staff:

Assistant City Administrator, Regan Osbon

**Call to Order**

Sandra Powell called the meeting to order at 6:00 pm.

**Invocation and Pledge**

Sandra Powell led the planning commission in the invocation and the Pledge of Allegiance.

**Certification of Quorum**

Kiley Carter certified a quorum.

**Comments from Staff**

Mr. Osbon spoke with the commission about not having a meeting scheduled in December. He thanked everyone for their hard work serving on this commission for the year 2024. Mr. Osbon explained that he would like to go ahead with scheduling the January meeting and he recommended January 27<sup>th</sup> instead of January 20<sup>th</sup> due to MLK day. The commission agreed. Mr. Osbon spoke about Mr. Holbrooks not continuing to serve on this commission after his term expires in December of 2024 and he let them all know that he has spoken with city council about looking for a nominee. Mr. Osbon spoke about the SCAPA grant project and how he would like this to be presented as a workshop item at the January meeting. The commission agreed and Mr. Osbon said that he would speak with the grant coordinators about being prepared for that.

**Approval of Minutes**

Upon a motion by Mrs. Moore and seconded by Mr. Truman, the motion to approve the August 19, 2024, meeting minutes passed unanimously.

**Old Business**

**Consideration of Rezoning of Recently Annexed Property**

Mr. Osbon proposed how he would like to streamline the annexation approval process and how the planning commission would then recommend an annexation and a zoning classification at one time to then be taken to city council. This proposal has already passed first reading at city council.

Sandra Powell opened the public hearing for the rezoning of 100 Dunlop Drive (TMS # 530-19-04- 001), 143 Oakmont Road (TMS #530-09-01- 013), 1405 Clearmont Road (TMS # 530-09- 01-

014), 650 Marcengill Road (TMS # 530-15- 02-015), Lot A (Cornelia Avenue; TMS # 530-31- 03-010) 311 Cornelia Avenue / Lot B (TMS # 530-31-03-011), 198 Nina Circle / Lot C (TMS # 530-31-03-012) 199 Nina Circle / Lot D (TMS # 530-31- 03-013), Lot E (Cornelia Avenue; TMS # 530-31-03-014), Lot F (Nina Circle; TMS # 530-31-03- 015), and Lot G (Nina Circle; TMS # 530-31-03-016. Hearing none, the public hearing was closed by Sandra Powell. There was some discussion of the rezoning classifications.

Rezoning recommendations were made for each Recently Annexed Property as detailed below:

Zoning Amendment 2024-004: 100 Dunlop Drive (TMS # 530-19-04- 001) was rezoned as Light Industrial unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Second	Yes
Holbrooks	Motion	Yes
Brucke		Yes
Moore		Yes

Zoning Amendment 2024-005: 143 Oakmont Road (TMS #530-09-01- 013) was rezoned as R-25 unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Motion	Yes
Holbrooks	Second	Yes
Brucke		Yes
Moore		Yes

Zoning Amendment 2024-006: 1405 Clearmont Road (TMS # 530-09- 01-014) was rezoned as R-25 unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Motion	Yes
Holbrooks		Yes
Brucke		Yes
Moore	Second	Yes

Zoning Amendment 2024-007: 650 Marcengill Road (TMS # 530-15- 02-015) was rezoned as R-15 unanimously

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Motion	Yes
Holbrooks	Second	Yes
Brucke		Yes
Moore		Yes

Zoning Amendment 2024-011: Lot A (Cornelia Avenue; TMS # 530-31- 03-010) (recommendation for all following parcels being considered on Cornelia Ave and Nina Circle): was rezoned as GR unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Motion	Yes
Holbrooks		Yes
Brucke		Yes
Moore	Second	Yes

Mr. Lewis and Mr. Osbon discussed the classification of general residential with the commission. Mr. Osbon confirmed that these properties could be developed as stick-built homes or duplexes, but not apartments.

A motion was made by Mr. Lewis and seconded by Mrs. Moore to approve the properties below as written. The motion passed unanimously.

Zoning Amendment 2024-008: 311 Cornelia Avenue / Lot B (TMS # 530-31-03-011) was rezoned as GR unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Second	Yes
Holbrooks	Motion	Yes
Brucke		Yes
Moore		Yes

Zoning Amendment 2024-009 (Public Hearing): 198 Nina Circle / Lot C (TMS # 530-31- 03-012)  
 Zoning Amendment 2024-010 (Public Hearing): 199 Nina Circle / Lot D (TMS # 530-31- 03-013)  
 Zoning Amendment 2024-012 (Public Hearing): Lot E (Cornelia Avenue; TMS # 530-31- 03-014)  
 Zoning Amendment 2024-013 (Public Hearing): Lot F (Nina Circle; TMS # 530-31-03- 015)  
 Zoning Amendment 2024-014 (Public Hearing): Lot G (Nina Circle; TMS # 530-31-03-016) were all rezoned as GR unanimously.

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Motion	Yes
Holbrooks	Second	Yes
Brucke		Yes
Moore		Yes

**New Business**

**Consideration of an ordinance to amend the Westminster Zoning Ordinance to streamline the City of Westminster Annexation Process (Public Hearing).**

Sandra Powell then opened the public hearing. Hearing none, the public hearing was closed.

Mr. Osbon explained amending the Westminster Zoning Ordinance to streamline the City of Westminster Annexation Process. He explained that this process is currently very redundant. It is a 6 month process hoping to go to a 3 month process. City council has already approved the first reading of this. City council will approve the second reading after this commission approves a recommendation. There was some discussion to clarify exactly how the new process would work. The planning commission wants to be sure that every property owner gets the chance to be heard about rezonings.

*The ordinance to amend the Westminster Zoning Ordinance to streamline the City of Westminster Annexation Process passed unanimously.*

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell	Second	Yes
Lewis		Yes
Holbrooks		Yes
Brucke		Yes
Moore	Motion	Yes

**Consideration of Zoning Amendment Application 2024-017 (Public Hearing): 115 Riley Street from R-15 (Single Family Residential) to R-6 (Single Family Residential). The City recently sold property located at 115 Riley Street (TMS# 530-21-06-015).**

Sandra Powell opened the public hearing. Josh Thomas and Amber Crain were present to answer any questions the commission may have had and to give a general overview of what their plans were at 115 Riley Street. Josh Thomas also gave examples of houses for sale in the area, their conditions, and their listing prices compared to his plans for 115 Riley Street. Mr. Lewis voiced his concern with the housing density here in Oconee County (for example, Coopers Mill).

*The Zoning Amendment Application 2024-017 (Public Hearing): 115 Riley Street from R-15 (Single Family Residential) to R-6 (Single Family Residential). The City recently sold property located at 115 Riley Street (TMS# 530-21-06-015) passed unanimously.*

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Motion	Yes
Holbrooks		Yes
Brucke		Yes
Moore	Second	Yes

**Consideration of Annexation of Property Located at 100 Carson Street, TMS # 234- 03-01-021 (Public Hearing). The City’s pending ordinance doctrine allows the City to utilize the pending annexation method described in item 17.**

Mr. Osbon explained that the next properties listed would begin the newly streamlined process of rezoning properties recommended by the commission earlier in this meeting.

Sandra Powell opened the public hearing. Hearing none, the public hearing was closed.

Mr. Osbon explained that this property came to our attention for annexation through utility services when it became contiguous with city limits due to previous annexations.

*Annexation of Property Located at 100 Carson Street, TMS # 234- 03-01-021 (Public Hearing). The City’s pending ordinance doctrine allows the City to utilize the pending annexation method described in item 17 passed unanimously.*

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Second	Yes
Holbrooks		Yes
Brucke		Yes
Moore	Motion	Yes

**Consideration of Annexation of Property Located at 510 West Oak Highway, TMS # 260-00-04-039 (Public Hearing). The City’s pending ordinance doctrine allows the City to utilize the pending annexation method described in item 17.**

Sandra Powell opened the public hearing. Hearing none, the public hearing was closed.

Mr. Osbon explained that this property recently sold, and the new owner has no issue with being annexed in. The city is recommending annexation to grow this way.

Staff recommended approval for R-20. This was questioned by the commission. This property should still actually be designated as R-15 to be consistent with the surrounding areas.

There was a motion to amend the proposal from R-20 to R-15 and to accept the annexation of this property.

*Annexation of Property Located at 510 West Oak Highway, TMS # 260-00-04-039 (Public Hearing). The City’s pending ordinance doctrine allows the City to utilize the pending annexation method described in item 17 passed unanimously.*

<b>Member</b>	<b>Motion</b>	<b>Vote</b>
Powell		Yes
Lewis	Motion	Yes
Holbrooks		Yes
Brucke	Second	Yes
Moore		Yes

### **Discussion of Solar Farms within the City of Westminster**

Mr. Osbon explained that someone had reached out to the city about a solar farm. The city's Zoning Ordinance does not currently address Solar Farms, and staff generally errs towards the request of the property owner in these situations. Due to the perceived disruptive nature of solar farms, we wanted to seek guidance and feedback from the planning commission.

There was discussion about the negatives of these solar farms such as putting off excessive heat, killing wildlife, and being an eyesore to the community. The planning commission is not for this right now within city limits. Mr. Osbon explained that the city could get significant business license fees from these. The consensus was to review solar farms on a case by case basis with more specifics to approve.

### **Adjourn**

Upon a motion by Mr. Holbrooks and seconded by Mr. Lewis, the motion to adjourn the meeting at 7:08 pm passed unanimously.

(Minutes prepared by Kiley Carter)

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Sandra Powell, Chairperson