



# CITY OF WALHALLA PLANNING COMMISSION

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Kelvin Bryant, Chair  
Jessie Bunning

Mary Duff, Vice Chair  
William Tatum

**Monday, August 26, 2023**  
Planning Commission Meeting  
5:30 PM  
206 North Church Street  
Walhalla, South Carolina 29691

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - a. April 8, 2024
4. Public Hearings
5. Old Business
6. New Business
  - a. Chapter 330 Revision with Appalachian Council of Governments (ACOG)
  - b. Downtown Design Guidelines Revision with ACOG
7. Public Comments, Non-Agenda Items
8. Other Business
9. Adjournment

**City of Walhalla Planning Commission**  
**Monday, May 13, 2024 • 5:30 PM**  
**Council Chambers • City Hall**  
**Walhalla, South Carolina**  
**Minutes**

*In accordance with the South Carolina Freedom of Information Act, Section 30-4-10 et seq., South Carolina Code, 1976, the media was duly notified of the date, time, and place of the meeting.*

**Planning Commission Members Present:** Kelvin Bryant, Jessie Bunning, Mary Duff, and William Tatum

**Members Absent:** None

**Staff Present:** Mark Bloomer

**Call to Order:** Chairman Bryant called the meeting to order at 5:30 PM, with a quorum present to conduct the meeting and welcomed all present to the meeting.

**Approval of Agenda:** Chairman Bryant called for a motion to approve the Agenda. Mr. Tatum moved to approve the agenda; Ms. Bunning seconded. The agenda was unanimously approved, 4-0.

**Approval of Minutes - March 11, 2024:** Chairman Bryant called for a motion to approve the Minutes. Mr. Tatum made a motion to approve the April 8, 2024 Minutes, seconded by Ms. Duff. All were in favor.

**Public Comments, Non-Agenda Items:** None

**Public Hearings:** None

**Old Business:**

- A. Revisions to Downtown Design Guidelines:** Chairman Bryant introduced this item. Mr. Bloomer stated that he corrected a few typos on pages 22-45 including one on page 36. Ms. Duff stated that in the last paragraph on page 27 the letter -d needs to be added at the end of the word "colore". Mr. Bloomer stated that he is proposing to change the current 10% of windows that can be covered with signage on page 36. Mr. Bloomer is proposing to change the 10% to 25%. He is also proposing to remove the sentence "Sign panels should avoid areas of white or cream, which visually detach the sign from the building" on page 38 under Sign Color. Mr. Bloomer is proposing this change because in the pictures of what would be acceptable signs under the guidelines there are pictures of white and cream colored signs. This change will help to keep the guidelines consistent.

**New Business:**

There was general discussion about the water and sewer lines in Walhalla. The Planning Commission members want to know if Walhalla has the sewer and water capacity available to serve new projects that will be coming to Walhalla. They also wanted to know the condition of Walhalla's sewer and water lines. Mr. Bloomer will ask Scott Parris to attend the June 10<sup>th</sup> meeting to answer these questions. The Commission members also asked the status of the grant that was obtained to repair the sidewalks in Walhalla. Mr. Bloomer stated that he would check on this. Commission members also wanted to know if the "Welcome to Walhalla" sign in the median in front of 505 East Main Street can be lit up at night. Mr. Bloomer stated that he would check on this.

Chairman Bryant asked about a mobile home across the street from his house that has a caved in roof. This mobile home was mentioned at the April 16<sup>th</sup> Council meeting. Mr. Bloomer stated that a letter has been mailed to the owner of the mobile home.

**Other Business:**

The Planning Commission decided that they will review pages 45-79 for the June 10<sup>th</sup> Planning Commission meeting.

**Adjournment:** Hearing no further comments, Chairman Bryant called for a motion to adjourn. Ms. Bunning made a motion to adjourn, seconded by Ms. Duff. All were in favor.

Respectfully Submitted by Community Development Manager Mark Bloomer.



# CITY OF WALHALLA ZONING ORDINANCE

A proposal to Update the City's Zoning Ordinance and  
Review the Downtown Design Guidelines

*Prepared by:*



Appalachian Council of Governments  
30 Century Circle, Greenville, SC 29607  
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June 10, 2024

## INTRODUCTION

This proposal lays out a scope of services, timeframe, and fee proposed by the Appalachian Council of Governments for the production of a new Zoning Ordinance and ordinance review of the Downtown Design Guidelines for the City of Walhalla. This work program includes all steps necessary for completion of each component of the project with the opportunity to break it into separate projects. Final products will include a recommended Zoning Ordinance and Design Guidelines, and all necessary documents and services needed to adopt and implement said recommendations. The product will be updated ordinances for submission to the Walhalla City Council for adoption.

## PURPOSE OF THE ORDINANCE UPDATE

The proposed zoning ordinance update would align the land use strategies of Walhalla with the community's priorities, values, and vision. This vision is currently being developed in the ongoing Comprehensive Plan update process. The plan update process has engaged property owners, community groups, and local government leaders to address existing development pressures and craft a vision of the City's future growth. The zoning ordinance will help ensure the development regulations will support that vision and help promote healthy neighborhoods, efficient services, and vibrant commercial and cultural districts.

## COMPONENTS

### Zoning Ordinance Review and Update

The Zoning Ordinance is the primary tool a community uses to implement the vision and land use strategies identified in the Comprehensive Plan. The Zoning Ordinance establishes regulatory requirements that ensure the development pattern adheres to goals established for growth and development in the community. The focus of developing a Zoning Ordinance will be to ensure that current regulations support the goals of the vision of the community as outlined in the Comprehensive Plan. Staff will work with City leaders and staff to create zoning regulations that support the goals and vision of the community for issues such as land use, signage, and parking. The stakeholders responsible for implementation will be identified and reasonable timelines for completion will be set out so that the progress of each can be monitored. Zoning Ordinance administrative processes and procedures will also be developed to ensure that they are clear, easily understood, and consistent in implementation.

### Design Guideline Review and Update

Design Guidelines are an additional tool for the City of Walhalla to implement its vision for future development of the Downtown Development Area. The Guidelines establish parameters for design while maintaining the goal of flexibility in the design process. The Guidelines set the standard for the development of this area and provide a starting point for discussion with current and future business owners/developers in the approval process. The focus on the Guidelines review is to ensure that the adopted Guidelines are still meeting the goals as envisioned in their adoption. Staff will work with City leaders and staff to review the policies and procedures to ensure the maximum benefit of the Guidelines to the City and the public.

## Implementation Activities

The implementation of ordinance changes is vital to the success of the project. ACOG staff will work closely with city leaders and staff to identify policies, ordinances, and other action items that will be needed to achieve the ordinance's goals. In addition, the parties responsible for implementing these actions will be identified so that clear directions for any changes to process or regulation are provided to each person or department. This component of the process will be vital in ensuring that the process of implementing new regulations or procedures goes smoothly with as little disruption to the growth management process as possible.

## Scope of Study

The update process will include both technical functions, such as data collection and analysis, and policy development through discussions with community leaders. These efforts will include opportunities for input from the public, elected officials, and the planning commission. The process will be interactive. Staff from the Appalachian Council of Governments will work primarily with the City's planning commission on the development of updated ordinance amendments. Community meetings will allow public input and reaction. Ultimately, recommendations will be submitted to the City Council for refinement and adoption.

## PROJECT PROCESS AND DELIVERABLES

### Zoning Ordinance Development

ACOG staff will work with City Staff to compile the necessary information, facilitate the process, and produce report documents. The Walhalla Planning Commission will also be involved in the development of the Zoning Ordinance through the review of the draft document(s), work sessions with ACOG staff to provide feedback, and a final recommendation. Ultimately, the Zoning Ordinance recommendations will be submitted to the City Council for review, refinement, and adoption.

The process to develop the Zoning Ordinance and associated processes is outlined below.

#### 1. Zoning Ordinance Development

- ACOG staff will provide a draft outline for the Zoning Ordinance, providing administrative policies and procedures as well as options for land use regulation.
- Review of the Zoning Ordinance with the Planning Commission to ensure it is in sync with the goals of the Comprehensive Plan.
- Review administrative functions of the Zoning Ordinance with City staff to ensure there are adequate personnel to carry out the duties outlined.
- Present the draft ordinance to the Planning Commission for review and refine document as appropriate.
- Submission of the final draft to the City Council will be facilitated by ACOG staff.

## Design Guideline Review

ACOG staff will work with City Staff to compile the necessary information, facilitate the process, and produce report documents. The Walhalla Planning Commission will also be involved in the review of the Design Guidelines through the review of the draft document(s), work sessions with ACOG staff to provide feedback, and a final recommendation. Ultimately, the Design Guidelines recommendations will be submitted to the City Council for review, refinement, and adoption.

The process to review the Design Guidelines and associated processes is outlined below.

1. Design Guideline Review
  - Review of the Design Guidelines with the Planning Commission to ensure it aligns with the goals of the Comprehensive Plan and Downtown Master Plan.
  - Review administrative functions of the Design Guidelines with City staff to ensure there are adequate personnel to carry out the duties outlined.
  - Present the draft ordinance to the Planning Commission for review and refine document as appropriate.
  - Submission of the final draft to the City Council will be facilitated by ACOG staff.

## PROJECT SCHEDULE AND COST

Due to the interactive nature of the process, time frames are only an estimate. Typical time frames for this process would be **8-12 months**. As the draft recommendations are submitted to the Planning Commission, their review of the material may result in extended discussions that could extend the time frame. Additional time may be required to ensure that the Planning Commission and City Council are provided adequate time for considering issues and to accommodate any additional public input that may be required for the plan and ordinance to be successfully implemented.

The table below outlines the typical time requirement for each component. Time frames for some components will overlap so the total time frame is shorter than the sum of all elements added together.

### Zoning Ordinance Review and Update

Component	Time-frame
1. Project Initiation	2 weeks
2. Preliminary Review and Analysis	4 weeks
3. Compilation of Draft Zoning Rewrite	6 weeks
4. Review of Draft Zoning Ordinance and Processes	2 weeks
5. Revision of Draft Zoning Ordinance Elements	2 weeks
6. <u>Adoption of Final Ordinance</u>	8 weeks
Total	6 months

## Design Guideline Review and Update

Component	Time-frame
1. Project Initiation	2 weeks
2. Preliminary Review and Analysis	4 weeks
3. Compilation of Draft Design Guideline Rewrite	6 weeks
4. Review of Draft Design Guidelines and Processes	2 weeks
5. Revision of Draft Design Guidelines Elements	2 weeks
6. Adoption of Final Ordinance	8 weeks
Total	6 months

### Responsibilities

The proposed update process is an integrated effort among staff from the City of Walhalla, the Planning Commission, City Council, interested citizens and stakeholders, and the staff of the Appalachian Council of Governments. The Council of Governments will be responsible for project management, coordination, and plan development. COG staff will facilitate public meetings, with assistance from the city in identifying meeting locations and advertisements. The Planning Commission will review all work completed by the Council of Governments and will present a draft plan to the City Council for adoption. Elected officials will have final authority over adoption of the plan and all recommendations.

Although the Planning Commission will have primary oversight responsibility, copies of all documents will be forwarded to City Council members, and periodic council briefings will be included in the update process. The final draft plan will be submitted to City Council for refinement and adoption.

### COST ESTIMATE

The fees below represent the Appalachian Council of Governments' proposed estimate for the work needed to complete the project. Charges for this process are based on the estimated time required to complete each process. The project cost is negotiable, and we are willing to work with the community to provide a process and product that helps the community within their budget constraints.

The total cost for the proposed zoning ordinance update and design guideline review is **\$ 25,000.00**.

Each component of the total project cost is delineated in the outline below:

### Project Component Fee

Zoning Ordinance Update	\$ 20,000
Design Guidelines Review	\$ 5,000