



City of Clemson Boards and Commissions Information Guide

Accommodations Tax Committee

Term: 3 years

Meeting: Yearly

The Accommodations Tax Committee is comprised of seven volunteer members, the majority of whom are selected from the hospitality industry of the City as well as residents and qualified electors of the municipality. Members are appointed by Council to three year terms.

The ATAX committee responsibilities include:

- study and report to the city council on the impact of tourist activity on municipal services.
- make advisory recommendations to the city council on how to allocate the accommodations tax funds for tourism-related expenditures.

More detailed information regarding the ATAX Committee may be found in [Chapter 12, Article III of the City's Code of Ordinances](#).

Board of Architectural Review

Term: 4 years

Meeting: Monthly, 1st Tuesday; 6pm

The Board of Architecture Review is composed of seven volunteer members appointed by City Council to staggered four year terms. Members of the BAR must be residents of the City. Three members must be professionals in architecture, landscape architecture, horticulture, building construction, engineering, or urban planning. Two members must own property, a business, or be a resident of an architectural review district. One member must be an at-large resident who is not a design professional or an property/business owner or resident of a review district.

The Board of Architectural Review reviews and approves plans for new construction that are situated in one of the City's architectural districts. Specific responsibilities of the BAR include:

- Review new construction within established Architectural Overlay Districts
- Review new construction, exterior renovations, and new signs within the General Commercial District
- Review new construction within other areas as designated by ordinance.
- All changes of use from residential to nonresidential.
- Any alteration or addition that increases the total impervious site area or gross floor area of a building.

More detailed information regarding the Board of Architectural Review may be found in [Chapter 19, Article XI of the City's Code of Ordinances](#).

Board of Zoning Appeals

Term: 3 years

Meeting: Monthly as needed, 3rd Thursday; 6pm

The Board of Zoning Appeals is a quasi-judicial board charged with considering requests regarding changes and exceptions to the City's established zoning ordinance. The Board is comprised of seven volunteer members appointed by City Council to three year terms.

The BZA holds the following powers:

- Considering requests for variances from a specific requirement of the City's zoning ordinance
- Hearing appeals of petitioners seeking review of a decision made by the Zoning and Codes Administrator
- Reviews and approves/disapproves requests for special exceptions. (Special exceptions are uses allowed in specified zoning districts upon determination by the BZA that the proposed location is appropriate. The BZA may impose additional conditions on the special exception if necessary.)

More detailed information regarding the Board of Zoning Appeals may be found in [Chapter 19, Article XIII of the City's Code of Ordinances](#).

Building and Fire Board of Appeals

Term: 4 years

Meeting: As Needed; not regularly scheduled

The Building and Fire Board of Appeals was established in accordance with the International Building Code and the International Fire Code. This Board is composed of no fewer than five volunteer members who must be qualified by experience and training to pass on matters pertaining to building construction or fire codes and may not be employees of the City. One of these members must have a background on fire code matters. These members are appointed by Council for a period of four years.

The Board is a quasi-judicial body charged with hearing appeals of decisions made by the City Building Official to consider requests for variances to specific code requirements imposed by the International Building Code.

More detailed information regarding the Building and Fire Board of Appeals may be found in [Chapter 5, Article I of the City's Code of Ordinances](#).

Economic Development Advisory Committee

Term: 3 years

Meeting: 3rd Thursday February, April, June, August, October, December; 12:30pm

The Economic Development Advisory Board serves as an advisory board to City Council and is composed of nine voting members, at least 5 of whom must be residents and qualified electors of the City. Non-voting, ex-officio members will include the executive director of Pickens County Economic Development Alliance; a representative of Clemson University; a representative of Tri-County Technical College; a representative of Southern Wesleyan University; a representative of Pickens County School District; and a member of the city council.

Seat Category	Seat Requirements
President of Clemson Area Chamber of Commerce	Must be the current President of the Clemson Area Chamber of Commerce.
Business Owner (Downtown Corridor)	Must own a business in the downtown corridor of the City of Clemson. Preference given to Applicants that live within the municipal limits of the City of Clemson.
Business Owner (123 Corridor)	Must own a business in the 123 corridor of the City of Clemson. Preference given to Applicants that live within the municipal limits of the City of Clemson.
Business Owner (93 Corridor)	Must own a business in the 93 corridor of the City of Clemson. Preference given to Applicants that live within the municipal limits of the City of Clemson.
Business Owner (Patrick Square)	Must own a business in Patrick Square in the City of Clemson. Preference given to Applicants that live within the municipal limits of the City of Clemson.
Business Owner (at large)	Must own a business in the City of Clemson. Preference given to Applicants that live within the municipal limits of the City of Clemson.
Community Member	Must be a resident and qualified elector of the City of Clemson.
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The mission of the EDAC is to study, report, and make recommendations to Council in order to promote quality economic development – including commercial, small business, research, and light industry – and promote the development of residential housing in the city. Meetings are typically scheduled in the afternoons on the third Thursday every other month.

More detailed information regarding the Economic Development Advisory Committee may be found in [Chapter 15, Article I of the City's Code of Ordinances](#).

Parks, Recreation, Arts, Culture, and Tourism Advisory Committee

Term: 3 years

Meeting: Quarterly (February, May, August, November), Tuesday; 6pm

The Committee consists of ten members, nine of the whom must reside in the City of Clemson at the time of their appointments and at all times during which they serve on the Committee. One member must be a visual or performing artist; this member does not have to live within the City limits. One member must represent the Arts. One member must represent Culture. All appointments are for a term of 3 years.

The Directors of the Parks and Recreation Department, Arts Center, and Clemson Area African American Museum or his or her designate shall attend the meetings of the Committee, and shall assist the Committee by providing a meeting location, providing the information necessary to perform the Committee's assigned duties, assisting as needed with preparing the Committee agenda, and receiving and considering the reports and recommendations of the Committee.

The responsibilities of the Committee include:

- The Committees shall review, research as needed, and advise and provide suggestions to the Directors of the Parks and Recreation Department, Arts Center, and Clemson African American Museum and/or to City Council, at least annually, regarding:
 - Current events, activities, leagues, lessons, and other program offerings;
 - Current facilities, equipment, and supplies;
 - Fiscal year-end statistics on the use of facilities and participation in programs;
 - Long-range and/or master plans for future Parks, Recreation and Cultural activities and facilities;
 - Other future leisure, recreation, cultural, and tourism activities and programs;
 - Continued incorporation of and coordination with other entities and/or City Departments/Boards/Committees in joint programming, including, but not limited to, programming involving arts and culture, music, education, public safety, history, hobbies/other leisure interests, gardening/nature, nutrition, and/or health;
 - The Department's proposed fiscal year budgets and income projections prior to submission to Council, typically well in advance of that submission so that there is no delay in the Department's submissions; and,
 - Other matters as may be approved or assigned by the Directors or by City Council.
- The Committee shall also:
 - Assist and advise staff in identifying potential volunteers, coaches, and sponsors for programs and activities;
 - Provide a report of the Committee's activities to Council at least once annually, but also at any other time upon request of Council; and,
 - Provide feedback on the performance of the Directors to the City Administrator prior to the Director's annual performance evaluation.

More detailed information regarding the Parks and Recreation Advisory Committee may be found in [Chapter 14, Article I of the City's Code of Ordinances](#).

Planning Commission

Term: 4 years

Meeting: Monthly, 2nd Monday; 6pm

The Planning Commission is a volunteer committee consisting of seven members who are appointed by City Council to a term of four years. The commission was established as an advisory board to accomplish coordinated and harmonious development of the municipality. To that end, the Commission provides recommendations on a variety of land use related issues impacting the long term quality of life in the Clemson community.

The Commission is responsible for:

- Reviewing and directing the preparation of the City's Comprehensive Plan, Zoning Ordinance, and land development regulations
- Approving street name requests
- Providing recommendations of rezoning requests
- Approving land development applications
- Providing recommendations regarding ordinance amendments

More detailed information regarding the Planning Commission may be found in the [Chapter 15, Article I of the City's Code of Ordinances](#). Rules of order for Planning Commission Meetings are detailed in the Planning Commission By-Laws.

Police Advisory Board

Term: 3 years

Meeting: Monthly, 4th Thursday; 6pm

The city police department advisory board shall consist of nine members appointed by the city council. Seven members shall serve in an at-large capacity; one member shall serve as a representative of the student body of Clemson University; and one member shall serve as a representative of high school age students.

At-large members of the police department advisory board shall be appointed for a term of three years. Other members shall be appointed for one-year terms. A member may be reappointed for one term. Should a vacancy in office occur, successors shall be appointed for the balance of the unexpired term by the city council. Each member shall hold office for such member's term and until a successor shall have been appointed and qualified. No member of the board shall receive any compensation for service rendered on the committee.

The police department advisory board shall be empowered as follows:

- Serve to facilitate communication between the community and police department.
- Advise the police department regarding issues facing the community.
- Assist the police department in support of grants, strategies, implementation, and monitoring of projects.
- Provide other assistance that the chief of police may request.
- Carry out any other duties prescribed by the city council.

More detailed information regarding the Planning Commission may be found in the [Chapter 2, Article III of the City's Code of Ordinances](#).