



We Are Columbia

TO: Honorable Daniel Rickenmann, Mayor & Columbia City Council
Teresa Wilson, City Manager

DATE: March 10, 2022

FROM: Ashley Jenkins Wood, Office of the City Manager

RE: City of Columbia Boards and Commissions

We are excited to announce our renewed effort to select qualified candidates to serve on City of Columbia Boards and Commissions. Thank you to Columbia City Council for prioritizing this effort and actively seeking citizens to serve!

Appointments to the City's boards and commissions are made as seats are created or when vacancies occur through a rolling admission process. When filling an expiring seat, Council may either consider the reappointment of an individual to an additional term or the appointment of a new applicant to the seat. For most City boards and commissions, applicants must reside or work within Columbia's city limits.

A list of the boards and commissions is found on the City of Columbia's website under the "Boards and Commissions" tab. The following information is provided on the website for each board and commission:

- Current vacancies
- Number of seats having expiring terms in the current year
- Length of terms for all available seats

Individuals interested in serving on a City board or commission may complete an application online. Applications are accepted throughout the year and are reviewed by City Council prior to the expiration of a term and as unexpected vacancies occur during the year. Attached you will find a list of the current vacancies.

In addition, the current list of vacancies can be accessed through the City's website <https://boards.columbiasc.gov/> via Matchboard. MatchBoard is a new online interface that allows citizens to apply and view all current City of Columbia Boards and Commissions vacancies and upcoming vacancies, and communicate with the administrators of each board and commission.

If you are aware of any individual who is interested in serving on a City of Columbia Board or Commission, they can apply by clicking the MatchBoard link on our website and creating a MatchBoard profile. In addition, please nominate qualified individuals and those interested in getting involved in our community. I can receive your nominations and reach out to these individuals.

If you have any additional questions or require assistance, then please email Ashley.Jenkins@columbiasc.gov.

Boards and Commissions Vacancies (3/08/2022)

CURRENT VACANCIES

- ▶ **Accommodations Tax Advisory Committee (A-Tax)- Three (3) vacancies**
 - Two (2) vacancies in Lodging Industry
 - One (1) vacancy in Hospitality
- ▶ **Bicycle Pedestrian Advisory Committee (BPAC)- Five (5) vacancies & Two members whose terms expire 3/31/2022)**
- ▶ **Board of Zoning Appeals Form Based Codes- Four (4) vacancies**
- ▶ **Bull Street Commission – Two (2) vacancies**
- ▶ **Building Board of Adjustment and Appeals- Five (5) vacancies**
- ▶ **Climate Protection Action Committee (CPAC) – Two (2) Non-voting vacancies**
- ▶ **Columbia Housing Authority (CHA) – One (1) vacancy for a commissioner**
- ▶ **Columbia Tree and Appearance Commission (CTAC)- Four (4) vacancies**
 - Four vacancies for At-Large members
- ▶ **Columbia Prepares Advisory Committee- Two (2) vacancies**
- ▶ **Commercial Revolving Loan Fund- Two (2) vacancies**
 - One (1) for an Attorney & One for a Small- Business Owner
- ▶ **Design Development Review Commission (DDRC) – Three (3) vacancies**
 - One (1) for an Attorney, One (1) for an Architectural Historian, and One (1) for a Community Representative
- ▶ **Food Policy Committee (FPC)- One (1) Vacancy**
- ▶ **Greater Columbia Community Relations Council (GCCRC) – Three (3) Vacancies**
- ▶ **Hospitality Tax Advisory Committee (H- Tax)- Four (4) vacancies**
 - One (1) Restaurateur vacancy
 - Three (3) At-Large vacancies

* Please refer to attached information regarding the purpose of the individual Boards and Commissions.

- ▶ **Richland Lexington Airport District Commission – One (1) vacancy**
- ▶ **Planning Commission – One (1) vacancy**

UPCOMING VACANCIES

APRIL

- ▶ **Board of Zoning Appeals Form Based Codes- One (1) vacancy (Term expires on 04/02/2022)**
- ▶ **Central Midlands Regional Transit Authority (THE COMET)- One (1) vacancy (Term expires on 04/02/2022)**
- ▶ **Columbia Tree and Appearance Commission (CTAC)- Four (4) vacancies: (Terms expire on 4/01/2022)**
 - One (1) Architect/Engineer, two (2) At-Large, and one (1) Columbia Green Member
- ▶ **Planning Commission – One (1) vacancy**

MAY

- ▶ **Board of Zoning Appeals- One (1) vacancy- District 4 (Term expires 05/07/2022)**
- ▶ **Columbia Museum of Art (CMA)- One (1) vacancy- District 3 (term expires 05/01/2022)**
- ▶ **Planning Commission – One (1) vacancy**

JUNE

- ▶ **Greater Columbia Community Relations Council (GCCRC) – Five (5) vacancies**
- ▶ **Planning Commission – One (1) vacancy**
- ▶ **Property Maintenance Board of Appeals- Two (2) vacancies (Terms expire on 06/01/2022)**

* Please refer to attached information regarding the purpose of the individual Boards and Commissions.



BOARDS AND COMMISSIONS

▶ Accommodations Tax Advisory Committee (A-Tax)

- The purpose of this committee is to receive; review proposals from organizations requesting money from the City's Accommodations Tax Fund; and make recommendations to City Council on those proposals. This committee was created by S.C. Code 12-35-720.

▶ Bicycle Pedestrian Advisory Committee (BPAC)

- The purpose of the BPAC is to advise the City of Columbia Transportation Planning staff, City Council Members, the Mayor and community organizations and partners on bicycling and pedestrian issues facing the city and to work toward the development of a bicycle/pedestrian master plan; represent community and constituent interests in transportation planning decisions; and provide feedback to staff on projects relating to walking and bicycling. City of Columbia staff will consider recommendations from the BPAC along with input from other members of the public during decision making.

▶ Board of Zoning Appeals (BOZA)

- The purpose of the Board is to consider applications for variances to the development standards of the Zoning Ordinance, for special exceptions, and for administrative appeals where a person claims that the Zoning Administrator has erred in the enforcement of the Zoning Ordinance. In making a decision about an application, Board members apply criteria outlined within the Zoning Ordinance. The Board does not act as a recommending body to City Council; instead appeals of decisions of the Board are heard in Circuit Court.

▶ Board of Zoning Appeals Form Based Codes (BOZA- FBC)

- The purpose of this board is to hear and decide appeals when it is alleged that there is an error in any order, requirement, decision or determination made the zoning administrator or the Consolidated Review Committee in the enforcement of the code when the property is governed by a form based code.


▶ Bull Street Commission

- The purpose of the Bull Street Commission is to serve in an advisory role to the city in advancing the vision and the goals articulated by Council in achieving quality development on Bull Street, including funding issues, benchmarks and development activities.

▶ Building Board of Adjustment and Appeals

- The purpose of this board is to hear appeals from decisions rendered by Code officials as it relates to the interpretation of the 2006 International Building Code

▶ Central Midlands Regional Transit Authority (THE COMET)

- The purpose of this board is to promote transportation opportunities for all citizens within the service area which shall initially consist of Richland County and limited service into Lexington County. This shall be done by providing transportation services and encouraging the cooperation and coordination of existing transportation providers. The Authority shall utilize revenues from the Authority's transportation system, government grants, contracts for services, intergovernmental agreements, franchising contracts, and any other source, and such funds as may be appropriated by the governing bodies of the Members of the Authority, in accordance with Article IV, Section 2 of the Second Amended Agreement.
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▶ **Climate Protection Action Committee (CPAC)**

- The purpose of the Climate Protection Action Committee (CPAC) is to recommend and oversee the development and implementation of mission-based programs and projects by developing and advocating a vision and strategy for becoming a sustainable community in partnership with key stakeholders and other communities.

▶ **Columbia Housing Authority (CHA)**

- The mission of the Columbia Housing Authority is “to meet the emerging affordable housing needs of low to moderate-income individuals and families in Columbia and Richland County while promoting self-reliance and improving their quality of life”.

▶ **Columbia Museum of Art (CMA)**

- The Columbia Museum of Art Commission manages the investments and the maintenance, preservation and exhibition of its art collection.


▶ **Columbia Tree and Appearance Commission (CTAC)**

- This committee protects, enhances and promotes the City of Columbia's natural resources and visual beauty. They oversee the development of a master plan for the beautification of the City of Columbia and its implementation

▶ **Columbia Prepares Advisory Committee**

- The purpose of the Columbia Prepares Advisory Committee is to provide increased transparency in the implementation of CDBG-MIT funds; inform the community at large and other stakeholders of mitigation projects and strategies; improve the community's understanding of the importance of hazard mitigation activities and projects to the health and well-being of all residents; solicit and respond to public questions, comment and input on the City's mitigation activities; serve as an on-going public forum to continuously inform Columbia's CDBG-MIT project and programs.

▶ **Commercial Revolving Loan Fund (CRLF)**

- This committee approves commercial loans to businesses located within city limits that meet the criteria of council approved guidelines.
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► **Design Development Review Commission (DDRC)**

- The purpose of this commission is to advise the city council upon the designation of landmarks, landmark districts, architectural conservation districts, and protection areas; carry out those regulatory duties relating to subsection (b)(1) of this section as set forth in this section; plan and direct continuing studies of areas, physical features and improvements in the city relating to urban design, historic preservation, beautification, civic improvement and other considerations in furtherance of this article, and in doing so, properly coordinate such plans and studies with the various departments and agencies of the city; engage in educational activities related to the furtherance of this article in order to promote appropriate urban design, historic preservation and conservation of historic or aesthetic features of the city; advise, assist and represent the best interest of the city in matters relating to coordination of and assistance to other public bodies and private interests in activities related to this article; advise and assist the city council in acquisition of any gift, grant, purchase, bequest, devise, lease, fee simple or lesser interest, development right, easement (including scenic easement), covenant or other contractual right which may accrue to the furtherance of the purposes of this article; advise the city council in actions of eminent domain taken in furtherance of the purposes of this article; upon request of the city council, manage, control and maintain any property related to the purpose of this article or to the purposes of the commission.

► **Food Policy Committee (FPC)**

- The purpose of this committee is to gather and address problems found within food production, consumption, processing, distribution, and waste disposal with the primary focus on finding solutions to problems that promote sustainability, economic development, and social justice in the food system of the Columbia and surrounding areas by educating government officials about issues of the food system, making policy recommendations, research, fostering of cooperation among private, public, and non-profit interests.

► **Greater Columbia Community Relations Council (GCCRC)**

- The purpose of the council is to submit recommendations and opinions regarding community relation matters that affect the Greater Columbia Area. They seek individuals with a desire to help the community develop better relations and provide objective goals to help foster good relations in our community. They serve as mediators, trainers and advocates for people who need assistance in our community. This Council provides an abundance of services including Community Development Block Grant (CDBG) forums for the public, Fair Housing Education, as well as, programs aimed at helping develop strong interpersonal skills.

► **Hospitality Tax Advisory Committee (H- Tax)**

- The Hospitality Tax Advisory Committee is tasked with reviewing applications for hospitality funding and making recommendations to Council for the disbursement of those funds.
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▶ **Richland Lexington Airport District Commission**

- The purpose of the commission is to plan, establish, develop, construct, enlarge, improve, maintain, equip, operate, regulate, protect and police such airports and air navigation facilities as shall be necessary to serve the people of the Richland-Lexington airport district.

▶ **Planning Commission**

- The purpose of this commission is to develop and maintain a continuing planning program which will benefit City of Columbia residents; to provide a mutual forum to identify, discuss, study and address local development issues and opportunities; to foster, develop and review policies, plans and priorities in order to ensure orderly growth, development, conservation and preservation; to furnish technical assistance to city government and its agents; and to review and coordinate federal, state and local programs that have an impact on the city.

▶ **Property Maintenance Board of Appeals (PMBOA)**

- The purpose of this commission is to provide for the orderly disposition of the business of the Property Maintenance Board of Appeals (Board) by codifying the means by which that business is to be transacted.
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APPLICATION FOR BOARDS AND COMMISSIONS
CITY OF COLUMBIA
SOUTH CAROLINA

Board or Commission for which you are applying:				Area of knowledge as it pertains to this board/commission:			
Your Name (Last, First Middle)		Race	Gender	Age	County	Council District:	
Residential Address				City	State	Zip Code	
					South Carolina		
Mailing Address				City	State	Zip Code	
					South Carolina		
Your Occupation – Title				Business Phone		Residence/Mobile Phone	
Employer Name				E-Mail Address			
Employer Address			City		State	Zip Code	
Emergency Point of Contact			Relationship		Contact Number		

GENERAL QUALIFICATIONS

Are you a resident of the city? How long? Recommended by:

Yes No

Why would you like to serve on this board or commission?

Do you presently serve on any Commissions / Boards of the City / County / State? If so, please list.

Have you formerly served on any Commissions / Boards of the City / County / State? If so, please list.

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Columbia? If so, list the position and date.

Please list any Community Activities that you are involved in.

What are your goals and objectives if appointed to the Commission / Board?

If appointed I am eligible to serve on no more than one (1) board/commission with a maximum of two (2) terms. I understand that this application will be on file for no longer than two (2) years.

Signature

RETURN COMPLETED FORM TO:

City of Columbia
 ATTN: Ashley Jenkins
 Post Office Box 147
 Columbia, SC 29217
 Email: Ashley.Jenkins@columbiasc.gov

Date

FOR OFFICE USE ONLY

Received:	
Appointed to:	
Date Approved:	
Term Dates:	