

**MINUTES OF THE  
FOREST ACRES CITY COUNCIL  
August 12, 2025**

Mayor Tom Andrews, Mayor Pro-tem Haskel Kibler, Council members David Black, Ryan Newton, and Stephen Oliver were present, along with City Administrator Shaun Greenwood, Assistant City Administrator Kendall Adams, Finance Director Brittany Adams, Police Chief Don Robinson, and City Attorney Will Dillard.

Mayor Tom Andrews called the meeting to order at 6:00 p.m.

**1. Invocation and Pledge of Allegiance**

Council member Stephen Oliver led the invocation and Pledge of Allegiance.

**2. PUBLIC HEARING**

**AN ORDINANCE PROVIDING FOR ADOPTION OF THE UNIFIED DEVELOPMENT CODE FOR THE CITY OF FOREST ACRES, SOUTH CAROLINA; AMENDING AND REPLACING CURRENT ZONING AND LAND DEVELOPMENT REGULATIONS; ESTABLISHING THE CENTERS AND CORRIDORS OVERLAY (CC-OD) ZONING DISTRICT AND SUBDISTRICTS; AND AMENDING THE ZONING MAP THROUGH ADOPTION OF THE CENTERS AND CORRIDORS OVERLAY DISTRICT MAP AND GILLS CREEK PARKING AND ACCESS AREA MAP**

City Attorney Will Dillard opened the public hearing at 6:04 pm stating that the purpose of the public hearing is to entertain public comments on the proposed adoption of the unified development ordinance (UDO) which would amend and replace the current zoning and land development regulations. The proposed development would amend the zoning map through adopting the centers and corridor overlay district map. Mr. Dillard introduced Kelly Cousino from White & Smith, LLC to give a detailed summary of the UDO to the public. The UDO adds clear purpose and applicability statements for all regulations. Revisions and consolidations were added for the tree removal regulations. The UDO does not change any of the zoning districts.

Mr. Dillard opened the floor to comments and questions. Forty residents and three non-residents spoke in turn both having comments and questions. Many of the questions were asking for clarification on the overlay districts.

Mr. Dillard closed the public hearing at 8:21 pm.

**3. Approval of Minutes**

**a. City Council Meeting July 8, 2025**

On a motion by Mr. Black seconded by Mr. Kibler, Council unanimously approved the minutes presented.

**4. Mayor's Issues & City Projects**

**a. Follow up from Community Forum Discussion**

No items to report.

**5. New Business**

**a. Presentation of an Achievement Award by the Municipal Association of South Carolina**

MASC's COO Jake Broom presented the City with an Achievement Award for the Gills Creek Memorial Park Project.

**b. Approval of Memorandum of Agreement with the South Carolina Department of Juvenile Justice's Juvenile Detention Facility regarding per diem**

On a motion by Mr. Kibler seconded by Mr. Oliver, Council unanimously approved the agreement.

**c. Discussion and approval of Human Resource Policies related to Holiday Pay, Secondary Employment, Bereavement Leave, and Take-Home Vehicles (FAPD)**

Mr. Greenwood pointed out the clarifications and changes that were incorporated into the four policies.

On a motion by Mr. Black seconded by Mr. Newton, Council unanimously approved all four policies.

- d. First Reading: AN ORDINANCE FOR THE CITY OF FOREST ACRES, STATE OF SOUTH CAROLINA, PROVIDING THAT THE CODE OF ORDINANCES, CITY OF FOREST ACRES, BE AMENDED BY DELETING SECTION 2-104 RELATING TO PUBLICATION OF NOTICE OF ORDINANCES GRANTING FRANCHISES AND RELATED MATTERS

Mr. Dillard explained that it is a proposed repeal of our ordinance adopted in 1976. It updates processes prior to coming to City Council for approval.

On a motion by Mr. Newton seconded by Mr. Kibler, Council unanimously approved the ordinance.

- e. First Reading: AN ORDINANCE FOR THE CITY OF FOREST ACRES, STATE OF SOUTH CAROLINA, AUTHORIZING A UTILITY LINE ENCROACHMENT WITHIN CITY RIGHT-OF-WAY (GROGGY LANE)

Mr. Dillard relayed to Council that this is a request for encroachment along the side of the road for fiber optic conduit to be installed on the property that has an existing tower.

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously approved the ordinance.

- f. Htax Committee Recommendation

- a. Midlands Light Opera – \$3,410

On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously approved the request.

- g. Staff Request for Htax

- a. \$10,000 in Marketing Materials

Director of Communications Lynnsey Baker relayed to Council that we need marketing materials for distribution at city events.

On a motion by Mr. Oliver seconded by Mr. Kibler, Council unanimously approved the request.

- b. \$15,000 Remember and Rise Event

Ms. Baker said that this event will be in honor of the 10-year anniversary of the loss of Officer Greg Alia and the 2015 1000-year flood.

On a motion by Mr. Kibler seconded by Mr. Oliver, Council unanimously approved the use of up to \$15,000.00.

- h. Appointments and Reappointments

- a. Zoning Board of Appeals

- i. Reappointments

1. Shirely Fawley

2. Will Owens

3. Jesse Smith

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously reappointed Ms. Fawley, Mr. Owens, and Mr. Smith.

- b. Planning Commission

- i. Reappointments

1. Marshall Minton

2. Jack Cantey

3. Ralph Bailey

Mr. Greenwood informed Council that Mr. Bailey called earlier in the day to remove his application for reappointment. On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously approved the reappointment of Ms. Minton and Mr. Cantey.

- c. Public Safety Foundation

- i. Reappointment

1. Stan Holland

On a motion by Mr. Black seconded for Mr. Kibler, Council unanimously appointed Mr. Holland.

**6. Old Business**

No old business to report.

**7. City Administrator Report**

**a. Richland Mall Update**

Mr. Greenwood reported that the contractors are making headway and continuing to get the site ready. A plan should be ready in the next few months.

**b. AC Flora Speed Humps**

Mr. Greenwood said that this lengthy project was finally completed after a few hindrances. DNR Construction was able to accommodate the need for completion before the new school year.

**c. City Parks**

Mr. Greenwood said that he, Assistant City Administrator Kendall Adams, and Director of Communications Lynnsey Baker met with the consultants at the mall park site and there are engineering challenges that they looked at and are waiting for some final determinations from the structural engineers about whether or not the existing bridges are useable long term or if they need to be replaced. Doing that will impact where the flood zone is on the property.

The designer is trying to put the finishing touches on the surface replacement at Citadel & Quinine and the swing replacements at all the parks.

**8. Finance Director Report: Monthly Financial Report**

Finance Director, Brittany Adams, reported that we are finalizing expenses for FY 2024-2025. Numbers for July are moderate due to the finalizing of last fiscal year. A new account has been set up for the Mall Project, monthly report to follow.

**9. Police Chief's Report:**

Chief Robinson reported the July 2025 crime and traffic statistics to Council.

We have a new uncertified officer beginning on August 18, 2025. We are also meeting with another potential officer candidate this week.

**10. Community Forum:**

Resident Chris Elliott stated he sent a request to SCDOT regarding the stop sign at Wofford and Converse needing stop bars. Mr. Greenwood said he will reach out to SCDOT for that entire quadrant.

Resident Hal Gladden stated that he was walking near the Forest Acres Animal Hospital on Beltline and he was shocked at the rate of speed drivers reach in that area.

Resident Jerry McDaniel voiced concerns about after-hours visitors at Citadel Park. He added that he has had to call well over ten times for FAPD's assistance.

Resident Katherine Cuddy asked about transparency for how Htax money is spent. Mayor Andrews said that we will do a better job of having that information readily available.

Resident William Brantley voiced concerns about yard debris not cleared and rain moving remnants to the storm drain near his home. He added that at the apartments on Valleybrook a large box truck was parked where it blocked view for drivers. He contacted Richland County's Ombudsman office about the truck and some mattresses that have been out for months. He asked for assistance from Forest Acres.

**11. Council Items:**

Mr. Oliver congratulated The Original Pancake House on their 35th anniversary and Trenholm Little League for having a state champions coaches pitch softball team, and Saturday, August 16, 2025, the Forest Acres Rotary will be participating in Adopt-A-Highway.

On a motion by Mr. Kibler seconded by Mr. Black, Council unanimously agreed to go into Executive Session at 9:30 pm.

**12. Executive Session:**

- a. Discussion of contractual and personnel matters related to:
  - i. City Administrator's Employment Contract and annual evaluation
- b. Receipt of legal advice related to draft zoning ordinance update

**NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session.**

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously agreed to return to general session.

**12. Adjourn**

On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously agreed to adjourn at 10:10 pm.

Respectfully submitted,

Maria Queen  
Administrative Coordinator  
City of Forest Acres