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**CITY OF COLUMBIA**  
**BOARD OF ZONING APPEALS – FORM BASED CODES MINUTES**  
**March 14, 2018- 10:00 AM**

**City Council Chambers**  
**1737 Main Street, 3<sup>rd</sup> Floor • Columbia, SC**

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**In attendance:** Charles J. Brooks, James Fowles, III, Joseph Guido

**Staff:** Rachel Bailey, Hannah Slyce, Andrea Wolfe

**I. CALL TO ORDER and DETERMINATION OF QUORUM**

Meeting called to order at 10:00 AM by James Fowles, chairperson. Quorum established.  
Introductions of Board – Review of meeting minutes.

**II. APPROVAL OF MINUTES**

**Approve February 10, 2016 minutes**

**Motion by Mr. Brooks to approve the February 10, 2016 minutes.**

***Motion seconded by Mr. Guido. Motion approved 3-0.***

**III. ELECTION OF OFFICERS**

Mr. Fowles volunteered to remain as Chairman if other members were in agreement and no one else wished to be appointed.

**Motion by Mr. Guido to re-appointment Mr. Fowles as Chairman. Re-appointment accepted.**

***Motion seconded by Mr. Brooks. Motion approved 3-0.***

**Motion by Mr. Guido to nominate Mr. Brooks for vice-chairman. Nomination accepted.**

***Motion seconded by Mr. Fowles. Motion approved 3-0.***

Slate as approved by all members with Mr. Fowles as Chairman and Mr. Brooks as co-chairman.

**IV. OTHER BUSINESS**

Ms. Wolfe distributed new parking passes to Board members. Annual training and continuing education opportunities/requirements for year 2018 will be provided in the near future.

Mr. Fowles thanked staff members for their assistance to the Board, and stated for the record that Board members are available for their services as needed. He added as a lot of activity and construction has been going on at Bull Street, Board services may be needed in the near future.

Resolution of statement by Mr. Brooks from the Board of Zoning Appeals – Form Based Code members to acknowledge Brian Cook, former Zoning Administrator, for his help in organizing the Board and services to citizens of Columbia.

**Resolution seconded by Mr. Fowles. Majority ruled, be it so resolved.**

**V. ADJOURNMENT**

There being no further business, motion by Mr. Fowles to adjourn the March 14, 2018 Board of Zoning Appeals-FBC meeting. Meeting adjourned at 10:09 a.m.

Respectfully submitted by Andrea Wolfe  
Land Use Board Coordinator  
Planning and Development Services Department  
City of Columbia