# MINUTES

## COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

**Monday, September 22, 2025 – 11:00am**
City Hall Council Chambers

| | |
|---|---|
| Members Present: | Gary Daniel, Vice-Chair, Council Member<br>Susan Miller, Citizen Member |
| Members Absent: | Lauren Wise, Chair, Council Member |
| Staff Present: | Wilson Hooper, City Manager<br>Kelley Craig, Human Resources Director<br>Emily Brewer, Senior Planner<br>Becky McCann, Communications Coordinator<br>Selena Coffey, Assistant to the City Manager |

### A. Welcome & Call to Order

Committee Vice Chair Daniel welcomed everyone and called the meeting to order at 11:00am.

### B. Certification of Quorum

The quorum was certified by Assistant to the City Manager Selena Coffey.

### C. Approval of Agenda

Ms. Miller moved to approve the agenda, and this was seconded by Mr. Daniel. Both voted in favor.

### D. Approval of Minutes

Ms. Miller moved to approve the minutes of the July meeting and Ms. Miller seconded the motion. All voted in favor.

### E. Personnel Policy Update

Ms. Craig shared a recent change in North Carolina General Statue (§ 160A-164.2) that requires the city to conduct criminal history checks by the State Bureau of Investigation in accordance with G.S. 143B-1209.26 on employment applicants who will work with children in any capacity. No action was required, as the update to the city's personnel policy will be updated according to the General Statutes.

## F. Planning Board Applications

After reviewing three applications for the Planning Board, Mr. Daniel made a motion to recommend Michael Hinds to fill the opening left by James Carli's resignation from the Board and Gerald Yunker to fill the opening created by the expiration of Molly Jenkins' term. Ms. Miller seconded the motion. Both voted in favor of recommending these two appointments to city council.

## G. Sidewalk Vendor Ordinance

Ms. Brewer presented the attached Powerpoint and led the committee through the topic. She noted that had been a recent uptick in requests for temporary uses, markets, and events, similar to those vendors temporarily set up in Clemson Plaza. The committee had substantive discussion about whether to allow vendors on city property and other rights-of-ways. The committee discussed whether the city should have specific rules for non-motorized vendors versus motorized vendors.

Mr. Daniel stated that the Downtown Master Plan Committee should be engaged in this discussion. It was agreed that rules should be in place that would clarify reservation rules, such as number of vendors, duration, frequency, and specific locations of these vendors. There was also discussion about the need to establish clear guidelines for public rights-of-way usage if vendor presence is allowed in public areas including sidewalk clearance and placement specifics.

## H. Public Comment

No public comment.

Ms. Miller shared that there have been some discrepancies in the funds that the ABC Board had sent to the city after the prior year's audit. Mr. Hooper noted that staff are evaluating the impact of this on the budget.

## I. Set Date for Next Meeting

The next meeting of the committee was scheduled for October 27, 2025 at 11am.

## J. Adjourn

With no further business, Ms. Miller made a motion to adjourn the meeting, seconded by Mr. Daniel. Both voted in favor and the meeting adjourned at 11:50am

Minutes Approved: _____

X _____

Lauren Wise, Chair, Council Member or
Gary Daniel, Vice Chair, Council Member

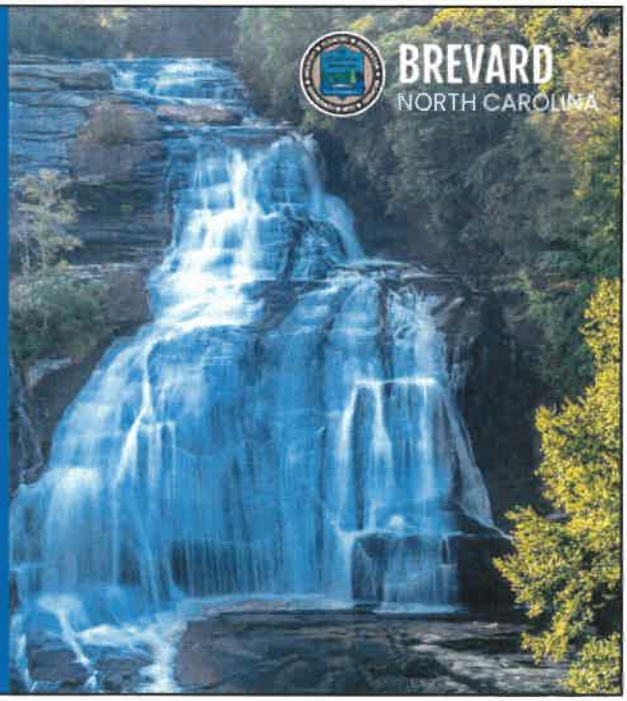
X _____

Selena D. Coffey
Assistant to the City Manager

# Vendors and Temporary Uses Discussion

Finance, HR & Citizen Appointments Committee

September 22, 2025




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## Context

- Recent uptick in requests for temporary uses, markets, events, and vendors
- Vendors interested in temporarily setting up at Clemson Plaza
- Clemson Plaza is technically a public right-of-way because the sidewalk → should be considered as a unique location / situation
- Ordinance Challenges
  - Code and UDO do not contemplate usage of City property
  - Code and UDO conflate "special events on public rights-of-way" and "temporary land uses"
  - Solicitors are prohibited in City Code but vending carts "may" be allowed in UDO

***UDO should regulate land uses and City Code should regulate usage of public property and rights-of-ways.***



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# Temporary Uses and Special Events Matrix

| | CITY PROPERTY (Depot, MCJCC, and FBCC) | RIGHT-OF-WAY OR CLEMSON PLAZA | PRIVATE PROPERTY |
|---|---|---|---|
| **Events and Festivals** *(White Squirrel, Assault on the Carolinas)* | Facility Reservation | Special Event Permit | Temporary Land Use Permit (City UDO) |
| **Vendors – Motorized** *(Food Trucks and Trailers)* | ? | Not Permitted | Food Truck Site Permit (Permanently established, not vendor specific) |
| **Vendors – Non-Motorized** *(Pushcarts)* | ? | ? | Temporary Land Use Permit (City UDO) |
| **Temporary Land Use** *(Seasonal Outdoor Sales, Temporary Construction Office, etc.)* | Not Permitted | Not Permitted | Temporary Land Use Permit (City UDO) |



# Vendor Types

- **Motorized Vendors**
  - Food trucks, air streams, trailers, etc.
  - Connected to power
  - Food preparation can be on-site
- **Non-Motorized Vendors**
  - Pushcarts (sometimes called "Compact Mobile Food Operations")
  - Not connected to power
  - Food preparation off-site



# Vendor Discussion

- Must live in City Code (not UDO)
- Do we want to allow this? If so, how and where?
  - Food truck site at Depot
  - Non-motorized vendors located at Clemson Plaza or other areas
- **Duration** (how long they can be there?) and **Frequency** (how often they can be there?)
- Staff Suggestions:
  - Vendors on City property and Clemson Plaza → ***Spot reservation***
    - Like procedures for facility rentals / banner space reservations
    - Potentially handled by Community Center Director instead of Planning Department because it will not be a "permit" but a space rental (like Depot, MCJCC)
  - Public Rights-of-Way (NOT Clemson Plaza) → ***No vendors / solicitors permitted***



# Next Steps

- Draft updates to City Code, UDO, and City policy
  - Temporary Land Use Amendments → Review by Planning Board (initial draft 9/23, full review Oct)
  - Amendments to City Code for Special Events / Use of Public Rights-of-Way → Reviewed by Public Safety Committee
  - Amendments to City Code / Policies for Use of City Property and Clemson Plaza → Reviewed by Finance, HR & Citizen Appointments Committee
- Present Amendments to Council for Public Hearing and Adoption
- Staff prepares a comprehensive guide for Citizens to clearly understand what approvals are required and how to get them