



## ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES TUESDAY, OCTOBER 28, 2025

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### **CALL TO ORDER**

The Administrative Policy Committee conducted a meeting on Tuesday, October 28, 2025 at City Hall (Mayor's Conference Room), 1737 Main Street, Columbia, South Carolina 29201. The Honorable Edward H. McDowell, Jr., Chair called the meeting to order at 11:04 a.m. and the following members were present:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Edward H. McDowell	Chair	Present
Aditi Bussells	Member	Present
Peter M. Brown	Member	Present

### **APPROVAL OF MINUTES**

1. June 17, 2025 Administrative Policy Committee Meeting Minutes – *Approved*

Upon a motion made by Dr. Bussells and seconded by Mr. Brown, the Committee voted unanimously to approve the June 17, 2025 Administrative Policy Committee Meeting Minutes.

### **COMMITTEE DISCUSSION**

2. Special Event Fees - Mr. Harold Reaves, Special Events Coordinator – *Endorsed for City Council Consideration*

Mr. Harold Reeves, Special Events Coordinator presented the current fee schedule for events and explained how the permitting process has been streamlined. He proposed eliminating fees for events hosted by neighborhood associations, which currently include a \$25 processing fee and a \$10 charge per barricade. The goal is to encourage more community gatherings and help residents enjoy the city together as neighbors.

There was discussion about private sector road closures for events; online applications; when fees should apply; public safety requirements; and changes to the fee schedule document.

There was consensus of the committee to endorse the staff recommendation to eliminate event fees for neighborhood associations for City Council consideration.



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3. Honorary Street Naming Application in honor of Brian DeQuincey Newman – *Endorse for City Council Consideration*

Councilor McDowell reflected on the late Brian DeQuincey Newman, former City Council member who passed away in 2023 at the age of 40. Mr. Newman was instrumental in advancing the Bull Street Project. We have already spoken to the applicant, Mr. Hughes, along with the Director of Public Works, Mr. Robert Anderson and all necessary documentation has been submitted.

There was consensus of the committee to endorse the honorary street naming in honor of Brian DeQuincey Newman for City Council consideration.

4. Honorary Site Naming Application in honor of William Fincher – *Endorse for City Council Consideration*

Councilor McDowell spoke about the dedication of a park bench at Mays Park in honor of Mr. William P.H. Fincher, a longtime Columbia resident and contributor to the city's business community.

There was discussion about the successful development of Mays Park and creating a streamlined process for sponsoring or naming features within public parks.

There was consensus of the committee to endorse the placement of the bench for City Council consideration.

5. Honorary Site Naming Application in honor of Joyace and Don Jackson – *Endorse for City Council Consideration*

Mr. Russell Kelley, Columbia Literary and Jocular Society spoke in honor of Joyace and Don Jackson, both longtime members of the organization. Joyace Jackson was a Duke University dietician and Dr. Don Jackson was a respected ophthalmologist at the Columbia Eye Clinic. He expressed that the group wished to recognize the Jacksons for their lasting impact on the community.

There was consensus of the committee to endorse the placement of a plaque at the base of a tree at Saluda Riverwalk Park for City Council consideration.

6. Honorary Site Naming Application in honor of Annette H. Boette – *Endorse for City Council Consideration*



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Dr. Bussells shared that honoree Annette H. Boette, who was a strong advocate for animal rights and a supporter of the Columbia Police Department's K-9 Team. Recognizing the need for protective vests for CPD dogs, she launched a grassroots initiative with friends to raise support. In partnership with the department, an inscribed bench will be purchased and installed at the Paw Path at Rosewood Park in her honor.

There was consensus of the committee to endorse placement of an inscribed bench at Rosewood Park for City Council consideration.

7. Design Development Review Commission Configuration - Ms. Lucinda Statler, Planning Administrator / Planning & Development Services Department – *Endorse for City Council Consideration*

Ms. Lucinda Statler, Planning Administrator reported that the Downtown Strategic Plan will take effect January 1, 2026. She explained that the plan recommends dividing the current Design / Development Review Commission into two bodies: the Urban Design Review Commission and the Historic Preservation Review Commission, to better manage workload and align with member expertise. Current members may apply to either board and continue their existing terms.

There was discussion about board composition; mutual exclusivity for case assignments; eligibility of terms; meeting dates; and term lengths.

There was consensus of the committee to endorse staff's recommendation to establish the two new commissions, advertise the positions, and forward to City Council for consideration.

### **ADJOURNMENT**

The meeting was adjourned at 11:41 a.m.

Respectfully submitted:

Erika D. Moore Hammond, MMC, CPM  
City Clerk