



AGENDA
Greer Planning Commission

February 23, 2026
Meeting Location: Greer City Hall - 2nd Floor
301 East Poinsett Street
Greer, SC 29651

6:30 PM
Regular Meeting

Call to Order

Minutes

- i. Approval of the December 2025 meeting minutes.

Election of Officers

- i. Election of the 2026 Planning Commission Chair.
- ii. Election of the 2026 Planning Commission Vice-Chair.

Public Forum

New Business

- i. RZ 26-01: Pleasant Drive
- ii. Rules of Procedure Training

Other Business

Adjournment

Notice under Language Access

Persons requiring language assistance to effectively participate in this event may contact the Planning and Development Department at 864.801.2009, or by email at planning@cityofgreersc.gov, to request interpretation and/or translation services as soon as possible, but no later than three business days before the event or deadline date. Additional information on language access and meaningful access to government services may be found under Title VI of the Civil Rights Act.

Aviso sobre Acceso al Idioma

Las personas que necesiten asistencia con el idioma para participar eficazmente en este evento pueden comunicarse con el Departamento de Planificación y Desarrollo al

864.801.2009 o por correo electrónico a planning@cityofgreersc.gov para solicitar servicios de interpretación o traducción lo antes posible, a más tardar tres días hábiles antes del evento o de la fecha límite. Puede encontrar información adicional sobre acceso al idioma y acceso significativo a los servicios gubernamentales en el Título VI de la Ley de Derechos Civiles.

Notice Under the Americans with Disabilities Act

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service, activity or public meeting of the City of Greer should contact Keith Choate, ADA Coordinator at (864) 848-5386 as soon as possible, but no later than 48 hours prior to the scheduled event.

Aviso según la Ley de Estadounidenses con Discapacidades

Cualquier persona que requiera ayuda o servicio auxiliar para una comunicación efectiva o una modificación de políticas o procedimientos para participar en un programa, servicio, actividad o reunión pública de la Ciudad de Greer debe comunicarse con Keith Choate, Coordinador de ADA al (864) 848-5386 lo antes posible, pero no más tarde de 48 horas antes del evento programado.



AGENDA
Greer Planning Commission

December 15, 2025
Meeting Location: Greer City Hall - 2nd Floor
301 East Poinsett Street
Greer, SC 29651

6:30 PM
Regular Meeting

Members Present: Walden Jones, Chair
Will Lavender, Vice-Chair
Judy Jones
Adam Thoma
Shelley Medford
Paul Lamb
Tramaine Booker

Members Absent:

Staff Present: Ashley Kaade, Planning Manager
Andy Boyles, Planner

Call to Order

Mr. Jones called the meeting to order at 6:30pm and noted that a quorum was present. He then read the opening remarks to begin the meeting.

Minutes

- i. November 2025 Planning Commission Meeting Minutes

ACTION – *Mr. Lavender made a motion to approve the minutes of the November 2025 Planning Commission meeting. Mr. Thoma seconded the motion. The motion passed with a vote of 7-0.*

Public Forum

Mr. Jones opened the Public Forum section of the meeting, instructing those members of the public present at the meeting that this was their opportunity to speak on an issue that was not on the evening's agenda. He asked if anyone would like to speak on an

item not on the agenda, and seeing none, he closed the Public Forum section of the meeting.

New Business

Mr. Jones read a brief statement regarding the conduct of the New Business portion of the meeting as well as the public comment/public hearing opportunities included therein.

i. PP 25-12 - Blue Ridge Commons (Blue Ridge Plantation Zone 4)

Mr. Jones opened the New Business meeting for PP 25-12 and asked staff to make their presentation and recommendation.

Mr. Boyles gave the basic information of the request and conveyed staff's recommendation of approval, citing compliance with the City of Greer's Unified Development Ordinance and the adopted Blue Ridge Plantation Statement of Intent.

Mr. Jones opened the public comment section of the new business meeting and asked the applicant to come forward to provide more information on the project.

Zedekiah Heydenburg, the engineer of record for the project, came forward and explained that this project had an existing preliminary plat but that they required a new one due to differences in site layout and the number of lots.

Mr. Jones closed the public comment section of the meeting after asking if there was anyone else present to speak about the item and seeing none.

Ms. Jones asked if there was only one entrance into this subdivision. Mr. Boyles said that there were two, one off of the round-a-bout and one a little further down Ridge Crossing Drive. When asked why the end of Funfair Court did not link back up with Ridge Crossing Drive (and instead ended in a cul-de-sac), Mr. Boyles responded by saying that he believed there were grading concerns which prohibited another entrance in that location.

ACTION – *Mr. Lavender made a motion to approve the preliminary plat for Blue Ridge Commons (Blue Ridge Plantation Zone IV). Ms. Medford seconded the motion. The motion passed with a vote of 7-0.*

ii. RZ 25-12 - Carey Avenue

Mr. Jones opened the New Business meeting for RZ 25-12 and asked staff to make their presentation and recommendation.

Mr. Boyles gave the basic information of the request and conveyed staff's recommendation of approval, citing compliance with the City of Greer's Future Land Use Map as well as surrounding land uses and zonings.

Mr. Jones opened the public hearing section of the New Business meeting for RZ 25-12 and asked the applicant to come forward and elaborate on their request.

Luis Bolivar (owner) came forward with his wife and explained that the motive behind this request was to split the existing lot and build two single family detached homes there as investment properties.

Mr. Lamb asked about the design of the housing they were planning on building, specifically wondering if the homes would only be around 20 feet wide given how narrow the split lots would be. Mr. & Mrs. Bolivar responded by saying that they were still working on their precise plans but that they would likely be around 20 feet wide.

When asked about parking for these homes, Ms. Kaade said that each of these homes would be required to have two (2) parking spaces, excluding the garage. Mr. Lamb asked if a garage would be required, and Ms. Kaade said no. Garages are not required but she was just saying that they may not be used to count towards required off-street parking for single-family detached homes.

Ms. Jones asked about the design of the houses to be built on the lot, specifically how many bedrooms and bathrooms they would have (two beds, two baths?). Mr. & Mrs. Bolivar said that they were still pinning down their exact plans, but they would likely have two to three bedrooms apiece.

ACTION – *Ms. Medford made a motion to recommend approval of RZ 25-12. Mr. Lavender seconded the motion. The motion passed with a vote of 7-0.*

iii. 2026 Planning Commission Meeting Calendar

Mr. Jones introduced the New Business meeting for the 2026 Planning Commission Meeting Calendar.

Ms. Kaade explained that staff had tried to make the calendar to fit the schedule of the Planning Commission's members, taking into account holidays and availability where necessary. The March and April meetings had been moved up.

ACTION – *Mr. Lamb made a motion to approve the 2026 Planning Commission Meeting Calendar as presented. Ms. Medford seconded the motion. The motion passed with a vote of 7-0.*

Other Business

i. Staff Updates

Mr. Jones asked if staff had any updates for the Planning Commission.

Mr. Boyles said that he only had a few updates for the Commission.

First, he reminded the Commissioners that their annual training was due at the end of the year and that they'd need to send staff a list of what trainings they attended, when, to get credit for it.

Second, he thanked Mr. Lamb for his service on the Planning Commission (this being his last meeting before joining City Council).

Ms. Kaade thanked the Commissioners for their patience as staff updates the format of their meetings with new Rules of Procedure.

Adjournment

ACTION – *Mr. Lavender made a motion to adjourn. Ms. Medford seconded the motion. The meeting adjourned at 6:46pm.*

Notice under Language Access

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Planning Commission

February 23, 2026

Rezoning

Case Number: RZ 26-01

Applicant: TMC Development

Address: Pleasant Drive & S. Buncombe Road

Parcel ID Numbers: 0528020111000; 0528020111001; 0528020111002

Existing Zoning: Suburban Neighborhood (SN)

Request: Rezone to Traditional Neighborhood (TN)



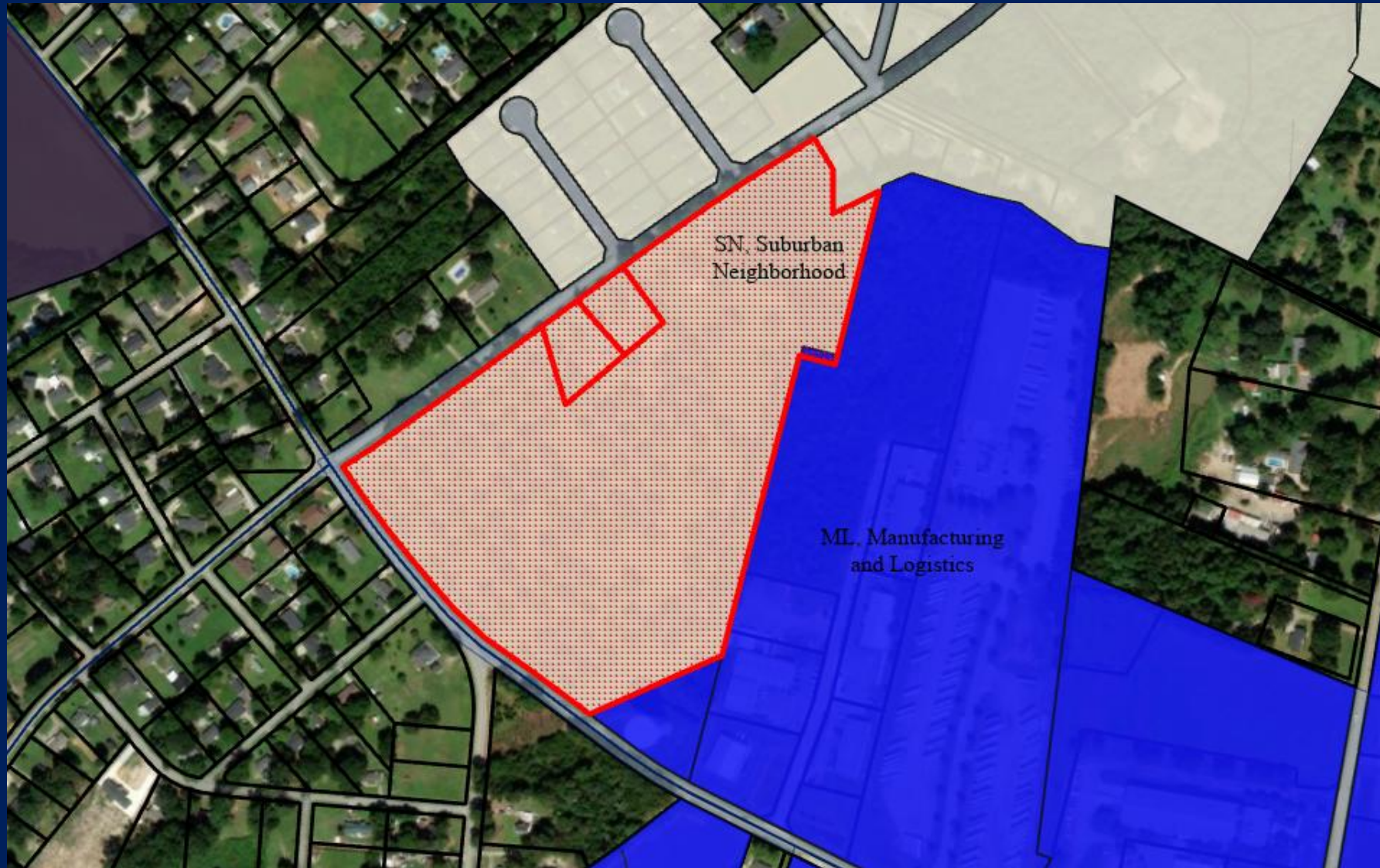
RZ 26-01

Aerial Map



RZ 26-01

Zoning Map



RZ 26-01

Future Land Use Map



RZ 26-01

Existing Conditions



RZ 26-01 – Staff Analysis & Recommendation

- Request:** Rezone to Traditional Neighborhood (TN)
- Zoning/Land Uses:**
- North:** Suburban Neighborhood (SN) – residential (Pleasant Meadow) and Unzoned Greenville County
 - East:** Manufacturing and Logistics (ML) – Warehousing
 - South:** Unzoned Greenville County – residential
 - West:** Unzoned Greenville County – residential
- Comprehensive Plan:** Mixed Employment
- Staff Recommendation: Approval**

Planning Commission

February 23, 2026



**Staff Report to the City of Greer Planning Commission
Monday, February 23, 2026**

Case Number: RZ 26-01
Applicant: TMC Development
Property Location: Pleasant Drive & S Buncombe Road
Tax Map Numbers: 0528020111000; 0528020111001; 0528020111002
Existing Zoning: Suburban Neighborhood (SN)
Request: Rezone to Traditional Neighborhood (TN)
Size: 26.78 acres
Comprehensive Plan: Mixed Employment

Analysis: **RZ 26-01**

RZ 26-01 is a rezoning request for three parcels on Pleasant Drive and S. Buncombe Road with a total acreage of 26.78 acres. The request is to rezone the parcels from Suburban Neighborhood (SN) to Traditional Neighborhood (TN) to allow for subdividing the parcel to construct a single family detached subdivision.

Surrounding land uses and zoning include:

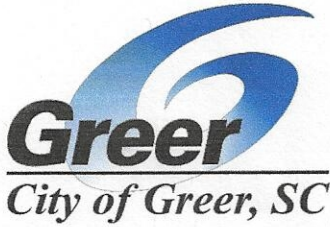
North:	Suburban Neighborhood (SN) – residential (Pleasant Meadow) and Unzoned Greenville County
East:	Manufacturing and Logistics (ML) – Warehousing
South:	Unzoned Greenville County - residential
West:	Unzoned Greenville County - residential

Mixed Employment are office park or corporate campus-like developments geared toward meeting the needs of mid- to large businesses. Characterized by a campus-style development pattern integrating jobs, amenities and places of residence. These often center around research, medical, manufacturing, assembly, and educational uses.

- Primary Uses: Advanced manufacturing, research, office, mixed-use buildings, civic/institutional facilities
- Secondary Uses: Open space, district commercial, multi-family residential
- Transportation: Auto-oriented but walkable, transit/park-and ride lots should be provided
- Parking: Large surface lot parking, central parking garages encouraged
- Open Space: Civic greens, courtyard greens

This request for traditional neighborhood zoning is compatible with the Future land use map. The property will serve as a transition between the residential to the north and the more intense land uses to the south, therefore staff recommends approval.

Staff Recommendation: Approval



ZONING MAP AMENDMENT APPLICATION

Date 1-5-26

(Fees for this application are based on a sliding scale - See Fee Schedule)

Tax Map Number(s) 0528.02-01-110.00 , 0528.02-01-110.01 , 0528.02-01-110.02

Property Address(s) Pleasant Drive, 116 Pleasant Drive, 118 Pleasant Drive, Greer, SC 29651

Applicant Information

Name Michael Roth
 Address 1415 Laurens Road, Suite A,
Greenville, SC 29607
 Contact Number [REDACTED]
 Email [REDACTED]
 Business Name TMC Development

Property Owner Information
(If multiple owners, see back of sheet)

Name Kimberly Chapman Edens
 Address 118 Pleasant Drive Greer, SC 29651
 Contact Number [REDACTED]
 Email [REDACTED]
 Business Name _____

If the property owner is a corporate entity, the individual signing this application represents and warrants that they have the authority to sign on behalf of the corporate entity.

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described? Yes _____ No

The applicant hereby requests that the property described be rezoned from SN Zoning to TN Zoning.

Existing Use: _____ Proposed Use: _____

Signature(s) Kimberly Chapman Edens

dotloop verified
12/22/25 10:49 AM EST
G7BW MKQJ-888X-3WXA

All zoning classifications, permitted uses and fees are available at www.cityofgreersc.gov

See Reverse

Complete the section below if multiple property owners

Name Kimberly Sims

Business Name _____

Address 118 Pleasant Drive Greer, SC 29651

Contact Number [REDACTED]

Signature *Kimberly Chapman-Ebens* dotloop verified
12/22/25 10:49 AM EST
C78W M4CQ 888D 390XA

Name _____

Business Name _____

Address _____

Contact Number _____

Signature _____

Name _____

Business Name _____

Address _____

Contact Number _____

Signature _____

Name _____

Business Name _____

Address _____

Contact Number _____

Signature _____

Name _____

Business Name _____

Address _____

Contact Number _____

Signature _____

Name _____

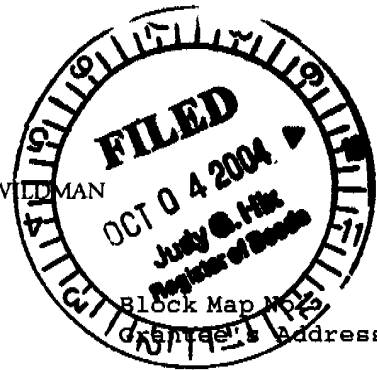
Business Name _____

Address _____

Contact Number _____

Signature _____

Prepared by and return to:
Kristin Burnett Barber, Esq.
JOHNSON, SMITH, HIBBARD & WILLMAN
Post Office Drawer 5587
Spartanburg, SC 29304



EXEMPT
OCT 04 2004

528.02-01-110.00 & 110.01
116 Pleasant Drive
Greer, SC 29365

DEED ONLY - NO TITLE EXAMINATION

STATE OF SOUTH CAROLINA) **QUITCLAIM**
) **TITLE TO REAL ESTATE**
COUNTY OF GREENVILLE)

KNOW ALL MEN BY THESE PRESENTS, that, **CAROLYN W. CHAPMAN**, in consideration of Ten (\$10.00) Dollars, Love and Affection, the receipt of which is hereby acknowledged, have granted, bargained, sold and released, and by these presents do grant, bargain, sell and release unto **THOMAS M. CHAPMAN and CAROLYN W. CHAPMAN**, their heirs and assigns forever,

All that piece, parcel or lot of land in Chick Springs Township, County of Greenville, State of South Carolina, located about 2 1/2 miles Southwest from Greer, SC, on the Southeastern side of Pleasant Drive and being shown on plat of property made for Carolyn W. Chapman by Tri-State Surveyors, (John A. Simmons), dated September 9, 1982 and having the following courses and distances, to wit:

(11) 285 - 528.2 - 1 - 110, 110.1

Beginning at nail in center of Pleasant Drive, which nail is N. 55-00 E., 661 feet from Old Highway No. 14 and running thence along the center of Pleasant Drive, N. 55-00 E., 118.1 feet to nail in road; thence S. 39-25 E., 18 feet to pin in gravel road, thence on the same courses for a total of 219.1 feet to iron pin; thence S. 52-02 W., 121 feet to pin; thence N. 38-37 W., 225.1 feet (pin set back on line at 16.6 feet) to beginning corner, bounded on the northwest by said drive and all other sides by Mattie Hannah Wood and containing 0.61 of acre, mor or less.

This being the same property conveyed to Carolyn W. Chapman by deed of Mattie Hannah Wood dated September 10, 1982 and recorded on September 11, 1982 in Deed Book 1173, Page 704 in the Register of Deeds Office for Greenville County.

10-01-04 H QR8155 RECORDING FE 10.00

OCT 04 2004

91502

ALSO: All that certain piece, parcel or tract of land situate, lying and being in the State of South Carolina, County of Greenville, in Chick Springs Township near Pleasant Grove Church, approximately two (2) miles south of the City of Greer; containing 28 acres, more or less, bounded by land now or formerly owned by Arthur Mullinax, John Rogers and the Mattox home place and having the courses and distances according to a plat thereof by H.S. Brockman, surveyor, dated December 13, 1933, as follows: **BEGINNING** at a point in the center of the intersection of the old Greenville-Spartanburg Road and the Buncombe Road, and running thence in a southeast direction along the Buncombe Road as a line to an iron pin on Roger's line; thence along Rogers' line N. 13-45 E. 30.48 chains to an iron pin in Old Greenville-Spartanburg Road; thence along said road, S. 58-15 W. 6.31 chains to iron pin, angle in Road; thence along said road S. 55-00 W. 20-12 chains to the beginning corner.

ALSO: All that certain piece, parcel or lot of land situate, lying and being in the state of South Carolina, County of Greenville, in the Chick Springs Township, near Pleasant Grove Church, approximately two (2) miles south of Greer and bounded on the east and south by lands now or formerly owned by Laura L. Rogers, containing one acre, more or less and having the following courses and distances according to survey and plat made by John a Simmons, Surveyor, dated June 10, 1961, to wit: **BEGINNING** on an iron pin south of the branch, corner with Robert E. Jones and lands of or formerly of Myrtle B. Hannah, and running thence with the Hannah land hereinabove described S. 14-00 W. 394 feet to an iron pin; thence S. 76-00 E. 100 feet to an iron pin; thence N. 14-00 E. 478 feet to an iron pin on property line now or formerly of Robert E. Jones; thence therewith S. 63-50 W. 37.2 feet to a stake; thence S. 64-18 W. 93.5 feet to the beginning corner.

These being the same properties conveyed to Carolyn W. Chapman by Deed of Distribution of the Estate of Mattie H. Wood, by Carolyn W. Chapman as Personal Representative, dated February 14, 1995 and recorded on February 22, 1995 in Deed Book 1603, Page 81 in the RMC Office for Greenville County. See also Spartanburg County Probate File No. 95ES4200125.

TOGETHER with all and singular the rights, members, hereditaments and appurtenances to the said premises belonging or in anywise incident or appertaining;

TO HAVE AND TO HOLD, all and singular the said premises before mentioned unto the said Grantee(s) and the Grantee's(s') heirs (or successors) and Assigns forever.

STATE OF SOUTH CAROLINA)
)
COUNTY OF GREENVILLE)

AFFIDAVIT

PERSONALLY, appeared before me the undersigned, who being duly sworn, deposes and says:

1. I have read the information on this affidavit and I understand such information.
2. The property being transferred is located in Chick Springs Township, County of Greenville, State of South Carolina bearing Greenville County Tax Map Number 528.02-01-110.00 and 110.01, was transferred by Carolyn W. Chapman to Thomas M. Chapman and Carolyn W. Chapman on September 30, 2004.
3. The Deed is exempt from the deed recording fee because subject property is being transferred from wife to husband and wife.
4. As required by Code Section 12-24-70, I state that I am the responsible person who was connection with the transaction as the Grantor.
5. I understand that a person required to furnish this affidavit who wilfully furnishes a false or fraudulent affidavit is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than one year, or both.

Carolyn W. Chapman
Carolyn W. Chapman

SWORN to before me this 30th day of September, 2004.

Dawson Jones
Notary Public for South Carolina
My Commission Expires:

MY COMMISSION EXPIRES JUNE 29, 2014

FILED FOR RECORD IN GREENVILLE
COUNTY SC R.O.D. OFFICE AT 09:30 AM
10 04 04 RECORDED IN DEED
BOOK 2110 PAGE 1775 THRU 1778
DOC # 2004091502

Judy A. Hill

EXEMPT

BOOK 1984 PAGE 767

FEB 19 2002

TITLE TO REAL ESTATE - B... & WYATT, LLC, 501 E. McBee, Suite 201, Greenville, SC 29601

STATE OF SOUTH CAROLINA)
COUNTY OF GREENVILLE)

TITLE TO REAL ESTATE

NO TITLE EXAMINATION FEB 19 P 3 07

KNOW ALL MEN BY THESE PRESENTS, that DALLAS SIMS in consideration of TEN and 00/100 DOLLARS, Per Divorce Decree and No Other Consideration, the receipt of which is hereby acknowledged, have granted, bargained, sold, and released, and by these presents do grant, bargain, sell and release unto KIMBERLY SIMS, her heirs and assigns forever, all of his right, title and interest to:

ALL that certain piece, parcel or lot of land with improvements thereon, located in Greenville County, South Carolina, located about 2 1/2 miles south of Greer, South Carolina, on the Southern side of Pleasant Drive and being shown on plat made for Dallas & Kimberly Sims by Tri-State Surveyors, dated September 29, 1992 and has the following courses and distances, to wit:

Beginning at a nail and cap in the center of Pleasant Drive, corner of Carolyn W. Chapman lot an running thence along the center of said road N. 54-59-26 E., 142.09 feet to nail and cap in road, thence along Mattie Hannah Wood S. 37-58-00 E., a total distance of 211.64 feet (pin on line 32.62 feet from center of road); thence still with Wood S 52-02-00 W., 136.22 feet to old pin at corner of Chapman; thence with Chapman N. 39-27-11 W., 219.05 feet along Chapman (pin back on line 18 feet from center of road) to the beginning corner. Containing 0.69 of acre, more or less.

TMS#: 0528.02-01-110.02

This being the same property conveyed to Dallas Sims and Kimberly Sims by deed of Mattie Hannah Wood, dated October 9, 1992 and recorded in the RMC Office for Greenville, South Carolina in Deed Book 1491, Page 534, on October 9, 1992.

Grantee: 118 Pleasant Drive
Greer, SC 29651

together with all and singular the rights, members, hereditaments and appurtenances to said premises belonging or in any wise incident or appertaining; to have and to hold all and singular the premises before mentioned unto the grantee(s), and the grantee's(s') heirs or successors and assigns, forever. And, the grantor(s) do(es) hereby bind the grantor(s) and the grantor's(s') heirs or successors, executors and administrators to warrant and forever defend all and singular said premises unto the grantees(s) and the grantee's(s') heirs or successors and against every person whomsoever lawfully claiming or to claim the same or any part thereof.

WITNESS the grantor's(s') hand(s) and seal(s) this 8th day of February, 2002

SIGNED, sealed and delivered in the presence of:

[Signature]
[Signature]

[Signature] (SEAL)
Dallas, Sims

16167

02-19-2002 01FL5766

RECORDING FEE 10.00

STATE OF SOUTH CAROLINA)
COUNTY OF GREENVILLE)


AFFIDAVIT

PERSONALLY appeared before me the undersigned, who being duly sworn, deposes and says:

- 1. I have read the information on this affidavit and I understand such information.
- 2. The property was transferred by Dallas Sims to Kimberly Sims.
- 3. Check one of the following: The deed is
 - (A) _____ SUBJECT to the deed recording fee as a transfer for consideration paid or to be paid in money or money's worth in the amount of _____.
 - (B) _____ SUBJECT to the deed recording fee as a transfer between a corporation, a partnership, or other entity and a stockholder, partner, or owner of the entity, or is a transfer to a trust or as a distribution to a trust beneficiary. The fee is computed on the fair market value of the realty which is _____.
 - (C) X EXEMPT from the deed recording fee because (See Exemptions on back)
4
- 4. As required by Code Section 12-24-70, I state that I am a responsible person who was connected with the transaction as: attorney for Kimberly C. Sims.
- 5. I understand that a person required to furnish this affidavit who willfully furnishes a false or fraudulent affidavit is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than one year, or both.



BRUCE W. BANNISTER

SWORN TO before me this 15
day of February, 2002

NOTARY PUBLIC for South Carolina
My Commission Expires: 4-12-09

INFORMATION

Except as provided in this paragraph, the term "value" means "the consideration paid or to be paid in money or money's worth for the realty." Consideration paid or to be paid in money's worth includes, but is not limited to, other realty, personal property, stocks, bonds, partnership interest and other intangible property, the forgiveness or cancellation of a debt, the assumption of a debt, and the surrendering of any right. The fair market value of the consideration must be used in calculating the consideration paid in money's worth. Taxpayers may elect to use the fair market value of the realty being transferred in determining fair market value of the consideration. In the case of realty transferred between a corporation, a partnership, or other entity and a stockholder, partner, or owner of the entity, and in the case of realty transferred to a trust or as a distribution to a trust beneficiary, "value" means the realty's fair market value. A deduction from value is allowed for the amount of any lien or encumbrance existing on the land, tenement, or realty before the transfer and remaining on the land, tenement, or realty after the transfer. Taxpayers may elect to use the fair market value for property tax purposes in determining fair market value under the provisions of the law.

Exempted from the fee are fees:

1. transferring realty in which the value of the realty, as defined in Code Section 12-24-30, is equal to less than one hundred dollars: Gift
2. transferring realty to the federal government or to a state, its agencies and departments, and its political subdivisions, including school districts;
3. that are otherwise exempted under the laws and Constitution of this State or of the United States: (L.C. & Chapter 11)
4. transferring realty in which no gain or loss is recognized by reasons of Section 1041 of the Internal Revenue Code as defined in Section 12-6-40(A): (DIVORSE)
5. transferring realty in order to partition realty as long as no consideration is paid for the transfer other than the interests in the realty that are being exchanged in order to partition the realty;
6. transferring an individual grave space at a cemetery owned by a cemetery company licensed under Chapter 55 of Title 39.
7. that constitute a contract for the sale of timber to be cut;
8. transferring realty to a corporation, a partnership, or a trust in order to become, or as, a stockholder, partner, or trust beneficiary of the entity provided no consideration is paid for the transfer other than stock in the corporation, interest in the partnership, beneficiary interest in the trust, or the increase in value in such stock or interest held by the grantor. However, the transfer of realty from a corporation, a partnership, or a trust to a stockholder, partner, or trust beneficiary of the entity is subject to the fee even if the realty transferred to another corporation, a partnership, or trust.
9. transferring realty from a family partnership to a partner or from a family trust to a beneficiary, provided no consideration is paid for the transfer other than a reduction in the grantee's interest in the partnership or trust. A "family partnership" is a partnership whose partners are all members of the same family. A "family trust" is a trust, in which the beneficiaries are all members of the same family. The beneficiaries of a family trust may also include charitable entities. "Family" means the grantor and the grantor's spouse, parents, grandparents, sisters, brothers, children, stepchildren, grandchildren and the spouses and lineal descendants of any of the above. A "charitable entity" means an entity which may receive deductible contributions under Section 170 of the Internal Revenue Code as defined in Section 12-6-40(a);
10. transferring realty in a statutory merger or consolidation from a constituent corporation to the continuing or new corporation;
11. transferring realty in a merger or consolidation from a constituent partnership to the continuing or new partnership, and
12. that constitute a corrective deed or quitclaim deed used to confirm title already vested in the grantee, provided that no consideration of any kind is paid or is to be paid under the corrective or quitclaim deed.
13. Foreclosure- Mortgagor to Mortgagee
14. transferring realty from an agent to the agent's principal in which the realty was purchased with funds of the principal, provided that a notarized document is also filed with the deed that establishes the fact that the agent and principal relationship existed at the time of the original purchase as well as for the purpose of purchasing the realty.

FILED FOR RECORD IN GREENVILLE
 COUNTY SC R.O.D. OFFICE AT 03:07 PM
 02 19 02 RECORDED IN DEED
 BOOK 1984 PAGE 0767 THRU 0770
 DOC # 2002016167

Judy A. Hix

2002 FEB 19 3 07 PM
 2002016167



2024069856

DEED/DIST Book: DE 2736 Page: 5145 - 5147

3 Pgs

November 22, 2024 01:44:29 PM

Rec: \$15.00

E-FILED IN GREENVILLE COUNTY, SC

Timothy J. Haney

STATE OF SOUTH CAROLINA)
)
COUNTY OF GREENVILLE)
)
IN THE MATTER OF:)
Carolyn Wood Chapman)

(Decedent))

IN THE PROBATE COURT
DEED OF DISTRIBUTION
(Real Property Only)
NOT A WARRANTY DEED

CASE NUMBER: 2024ES2300181

The undersigned states as follows:

Decedent died on January 15, 2024; and probate of the Estate is being administered in the Probate Court for Greenville County, South Carolina, in File #2024ES2300268.

I was appointed Personal Representative on February 21, 2024.

Decedent owned real property described as follows:

Tax Map Number: 528.2-1-110 and 528.2-1-110.1

Street/Property Address: 116 Pleasant Drive, Greer, SC 29365

Legal Description:

All that piece, parcel or lot of land in Chick Springs Township, County of Greenville, State of South Carolina, located about 2 ½ miles Southwest from Greer, SC, on the Southeastern side of Pleasant Drive and being shown on plat of property made for Carolyn W. Chapman by Tri-State Surveyors, (John A. Simmons), dated September 9, 1982 and having the following courses and distances, to wit:

Beginning at nail in center of Pleasant Drive, which nail is N. 55-00 E., 661 feet from Old Highway No. 14 and running thence along the center of Pleasant Drive, N. 55-00 E., 118.1 feet to a nail in road; thence S. 39-25 E., 18 feet to pin in gravel road, thence on the same courses for a total of 219.1 feet to iron pin; thence S. 52-02 W., 121 feet to pin; thence N. 38-37 W., 225.1 feet (pin set back on line at 16.6 feet) to beginning corner, bounded on the northwest by said drive and all other sides by Mattie Hannah Wood and containing 0.61 of acre, more or less.

ALSO: All that certain piece, parcel or tract of land situate, lying and being in the State of South Carolina, County of Greenville, in Chick Springs Township near Pleasant Grove Church, approximately two (2) miles south of the City of Greer; containing 28 acres, more or less, bounded by land now or formerly owned by Arthur Mullinax, John Rogers and the Mattox home place and having the courses and distances according to a plat thereof by H.S. Brockman, surveyor, dated December 136, 1933 as follows: BEGINNING at a point in the center of the intersection of the old Greenville-Spartanburg Road and the Buncombe Road, and running thence in a southeast direction along the Buncombe Road as a line to an iron pin on Roger's line; thence along Rogers' line N. 13-45 E. 30.48 chains to an iron pin in Old Greenville-Spartanburg Road; thence along said road S. 58-15 W. 6.31 chains to iron pin, angle in Road; thence along said road S. 55-00 W. 20-12 chains to the beginning corner.

ALSO: All that certain piece, parcel or lot of land situate, lying and being in the State of South Carolina, County of Greenville, in the Chick Springs Township, near Pleasant Grove Church, approximately two (2) mile south of Greer and bounded on the east and south by lands now or formerly owned by Laura L. Rogers, containing one acre, more or less and having the following courses and distances according to survey and plat made by John A. Simmons, Surveyor, dated June 10, 1961, to wit: BEGINNING on an iron pin south of the branch, corner with Robert E. Jones and lands of or formerly of Myrtle B. Hannah, and running thence with the Hannah land hereinabove described S. 14-00 W. 394 feet to an iron pin; thence S. 76-00 E. 100 feet to an iron pin; thence N. 14-00 E. 478 feet to an iron pin on property line now or formerly of Robert E. Jones thence therewith S. 63-50 W. 37.2 feet to a stake; thence S. 64-18 W. 93.5 feet to the beginning corner.

These being the same properties conveyed to Thomas M. Chapman and Carolyn W. Chapman by Deed of Carolyn W. Chapman dated September 30, 2004 and recorded October 4, 2004 in Deed Book 2110 at Page 1775 in the RMC Office

for Greenville County. The interest of Thomas M. Chapman was distributed to Carolyn W. Chapman by deed of Distribution recorded October 9, 2024 in Greenville County Deed Book 2732 at page 3708.

This transfer is made pursuant to:

- Decedent's Will
- Intestacy Statute: SCPC 62-2-103
- Private Family Agreement: SCPC 62-3-912
- Disclaimer by: _____
- Probate Court Order issued on _____
- Other: _____

In accordance with the laws of the State of South Carolina, the Personal Representative(s) does/do hereby release all of the Personal Representative's(s') right, title and interest, including statutory and/or testamentary powers, over the real property described to the beneficiaries named below:

% / fractional interest of decedent's interest inherited: 100%
 Name: Kimberly Chapman Edens
 Address: 118 Pleasant Drive
Greer, SC 29651

IN WITNESS WHEREOF the undersigned, as Personal Representative(s) of the above Estate, has executed this Deed of Distribution, on this 25 day of October, 2024.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

Witness: [Signature]
 Print Name: Holly A. Howe
 Witness: [Signature]
 Print Name: B. Faith Martzin

Estate of: Carolyn Wood Chapman
 Signature of Personal Representative: [Signature]
 Print Name: Kimberly Edens

STATE OF SOUTH CAROLINA)
)
 COUNTY OF GREENVILLE)

ACKNOWLEDGMENT

I, B. Faith Martzin, Notary Public, a notary for the State of South Carolina do hereby certify that Kimberly Edens, as Personal Representative of the Estate of Carolyn Wood Chapman, personally appeared before me this day and acknowledged the due execution of the foregoing Deed of Distribution.

Witness my hand and seal this the 25 day of October, 2024.

[Signature] (SEAL)
 (Signature of Notary Public)
 B. Faith Martzin
 (Print name of Notary Public)
 Notary Public for State of South Carolina
 My Commission Expires: 10.15.2030

Note: It is recommended that an attorney prepare this document and determine if a title examination is necessary.

[Signature]

Line #	Length	Direction
L1	91.26	N34° 43' 57"W
L2	113.00	N56° 20' 54"E
L3	41.44	N53° 43' 33"E
L4	117.96	N53° 43' 33"E
L5	142.49	N53° 43' 33"E
L6	16.50	N53° 43' 33"E
L7	126.03	S31° 01' 35"E
L8	119.64	S0° 08' 55"E
L9	130.72	N64° 05' 47"E
L10	99.53	N75° 58' 19"W
L11	120.88	N50° 45' 30"E
L12	136.22	N50° 45' 30"E
L13	153.92	N52° 38' 24"W
L14	112.39	N53° 56' 29"W
L15	100.66	N40° 33' 40"W

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	229.82	802.47	16.41	N48° 45' 12"W	229.04
C2	287.93	3569.23	4.62	N37° 43' 30"W	287.85
C3	505.96	40224.32	0.72	N54° 33' 36"E	505.96
C4	432.82	5577.59	4.45	N54° 59' 49"E	432.71

ZONING INFORMATION:

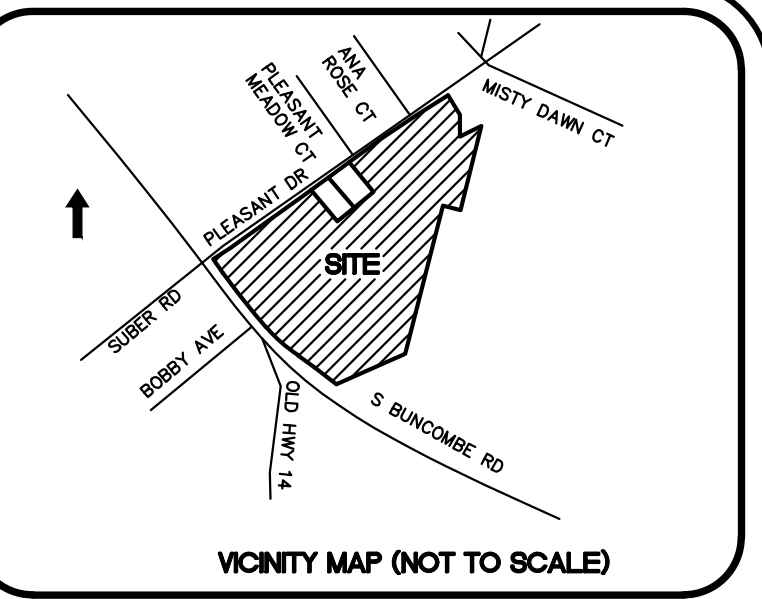
ZONED: CITY OF GREER (SN)
 SETBACK LINES
 FRONT:
 RESIDENTIAL=20'
 NON-RESIDENTIAL=30'
 SIDE:
 RESIDENTIAL=10'
 NON-RESIDENTIAL=20'
 REAR:
 RESIDENTIAL=15' (INTERIOR LOT); 20' (THROUGH LOT)
 NON-RESIDENTIAL=15'
 MAXIMUM BUILDING HEIGHT:
 RESIDENTIAL=35'
 NON-RESIDENTIAL=35'

FLOOD INFORMATION:

THIS PROPERTY IS LOCATED IN FLOOD ZONE "X" (AREAS OF MINIMAL FLOOD HAZARD);
 PER NFIP FIRM COMMUNITY PANEL NO. 45045C0361F
 EFFECTIVE DATE: MAY 4, 2021

LEGEND:

- PT. POINT
- IPF IRON PIN FOUND
- LPT LIMITED ACCESS
- R/W RIGHT-OF-WAY
- PP POWER POLE
- LP LIGHT POLE
- EM ELECTRIC METER
- TPED TELEPHONE PEDESTAL
- W VALVE WATER VALVE
- W METER WATER METER
- IRRIGATION IRRIGATION CONTROL VALVE
- HYDRANT FIRE HYDRANT
- SDMH STORM DRAIN MANHOLE
- CBI CATCH BASIN DROP INLET
- RCP REINFORCED CONCRETE PIPE
- CMP CORRUGATED METAL PIPE
- CPP CORRUGATED PLASTIC PIPE
- SSMH SANITARY SEWER MANHOLE
- GO CLEANOUT
- UGMRK UNDERGROUND GAS MARKER
- GV GAS VALVE
- GM GAS METER
- TPED TELEPHONE PEDESTAL
- FOCMRK FIBER OPTIC CABLE MARKER
- SIGN SIGN
- CE OVERHEAD ELECTRIC LINE
- UE UNDERGROUND ELECTRIC LINE
- SS SANITARY SEWER LINE
- W WATER LINE
- UG GAS LINE
- OT OVERHEAD TELEPHONE LINE
- UT UNDERGROUND TELEPHONE LINE
- SDR STORM DRAIN PIPE
- X FENCE



SURVEYOR'S NOTES:

- I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN THE STATE OF SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN. THIS PROPERTY IS NOT LOCATED WITHIN A DESIGNATED FLOOD HAZARD AREA.
- THIS PROPERTY IS SUBJECT TO ANY AND ALL EXISTING RIGHTS-OF-WAY FOR ROADS, UTILITIES AND ANY OTHER EASEMENTS THAT MAY APPEAR OF RECORD.
- THE WORDS "CERTIFY", "CERTIFIES" OR "CERTIFICATION" AS USED HEREIN ARE UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL OPINION BY THE SURVEYOR, BASED UPON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, AS SUCH, DO NOT CONSTITUTE A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.
- ZONING PROVIDED BY THE APPROPRIATE GOVERNMENTAL AGENCY: TO BE USED FOR INFORMATIONAL PURPOSES ONLY.
- THIS SURVEY DOES NOT REPRESENT ITEMS THAT WOULD BE DISCLOSED BY A PROVIDED TITLE SEARCH INCLUDING CONVEYANCES OF RECORD NOT DISCOVERED THROUGH STANDARD RESEARCH PROCEDURES, EASEMENTS, RIGHT OF WAYS, OR OTHER ENCUMBRANCES UPON THE SUBJECT PROPERTY UN-KNOWN TO THE SURVEYOR.
- THE UNDERGROUND UTILITIES SHOWN HEREON WERE TAKEN FROM PLANS PROVIDED BY THE UTILITY COMPANIES AND FIELD MARKED BY LOCATOR SERVICES AND VISUAL APPARATUS SUCH AS VALVES AND METERS. CONTRACTOR SHALL CALL LOCATOR SERVICE FOR VERIFICATION PRIOR TO ANY CONSTRUCTION OR EXCAVATION.

POSSIBLE PROJECTIONS:

(A) FENCES OVER LINE.

TOTAL LAND AREA:

***1,166,036 SQ.FT.**
***26.78 ACRES**
 *AREA INCLUDES AND AND ALL ROAD RIGHTS-OF-WAY

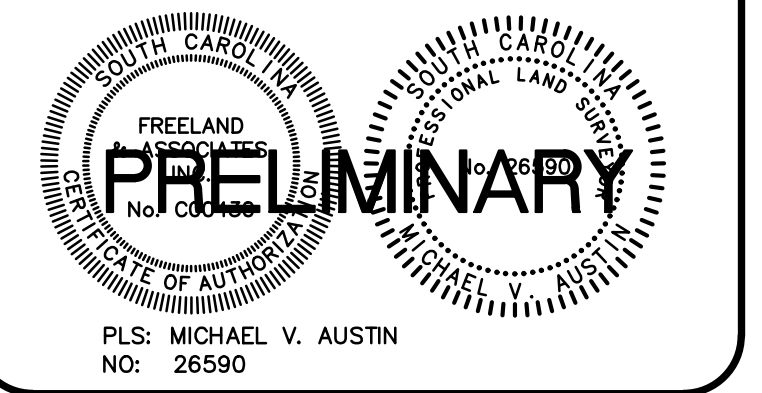
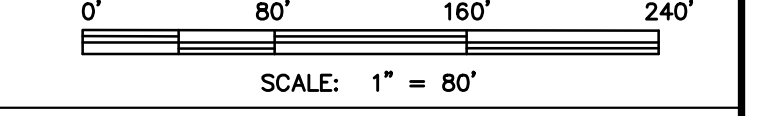
BASIS OF BEARINGS:

BEARINGS BASED ON GPS "RTK" OBSERVATION OF "SC VRS NETWORK"
 NAD 83(2011)



FREELAND & ASSOCIATES, INC.
 323 WEST STONE AVE.
 GREENVILLE S.C. 29609
 TEL (864) 271-4924 FAX: (864) 233-0315
 EMAIL: info@freeland-associates.com

DRAWN:	JL	PARTY CHIEF:	RH	CHECKED:	MVA
REF. PLAT BOOK:	23P-37				
REF. DEED BOOK:	2110-1775; 2736-5145; 1984-767				
TAX MAP :	052802011000; 052802011001; 052802011002				
DATE OF SURVEY:	1-16-26				
DATE DRAWN:	1-22-26				
DRAWING NO:	85215-eng				
DATE OF LAST REVISION:					



STATE OF SOUTH CAROLINA
 GREENVILLE COUNTY
 CITY OF GREER
BOUNDARY SURVEY FOR TMC DEVELOPMENT
 SITE ADDRESS:
 PLEASANT DRIVE,
 GREER, SC 29651



SCDOT R/W NOTE:

S-136 (S BUNCOMBE ROAD WAS ADDED TO THE STATE HIGHWAY SYSTEM BY THE COMMISSION ON JULY 21, 1949 IN ACCORDANCE TO THE BELT LINE ACT-ACT NO. 827 OF 1948.
 S-540 (PLEASANT DRIVE) IN GREENVILLE COUNTY WAS ADDED TO THE STATE HIGHWAY SYSTEM BY THE COMMISSION ON MAY 16, 1963 IN ACCORDANCE TO THE BELT LINE ACT-ACT NO. 36 OF 1959.
 THE STATE HIGHWAY DEPARTMENT WAS AUTHORIZED BY THIS ACT TO TAKE OVER ROADS THAT WERE BUILT BY THE COUNTIES AND MAINTAINED BY THEM. IN THESE CASES, WE HAVE NO WRITTEN RIGHT OF WAY AGREEMENTS, DEEDS OR EASEMENTS FOR S-136 (S BUNCOMBE ROAD) AND S-540 (PLEASANT DRIVE) AND OCCUPY THIS RIGHT OF WAY SIMPLY BY PRESCRIPTION AND ONLY TO THE EXTENT OF WHAT OUR SCDOT GREENVILLE DISTRICT MAINTENANCE OFFICE PHYSICALLY MAINTAINS. FOR ASSISTANCE ON WHAT IS BEING MAINTAINED, PLEASE CONTACT THEM AT 864-241-1224.

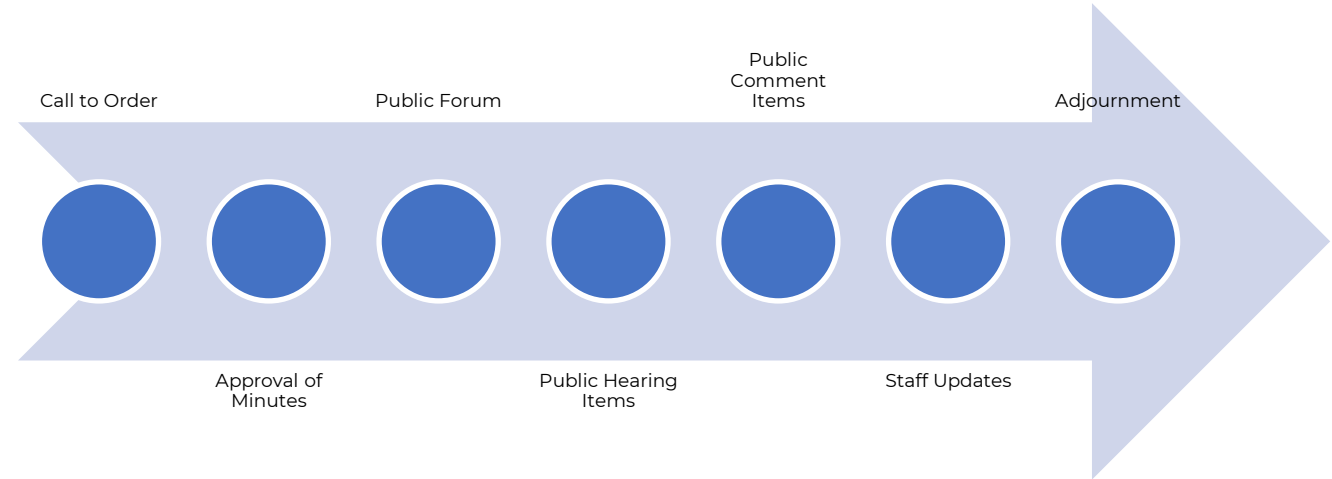
NOTICE:
 PURSUANT TO THE PROVISIONS OF SC CODE OF LAWS, SECTION 40-22-270(3), THIS PLAN, SPECIFICATION, OR PLAT SHALL NOT BE FILED WITH PUBLIC AUTHORITIES WITHOUT THE SEAL, SIGNATURE AND DATE AFFIXED. FURTHERMORE, IF THIS PLAN, SPECIFICATION OR PLAT DOES NOT HAVE A SEAL THAT IS SIGNED AND DATED, IT SHALL NOT BE USED FOR ANY PURPOSE OTHER THAN A PRELIMINARY STUDY DRAWING AND WILL BE CONSIDERED A WORK IN PROGRESS.

Greer Planning Commission

Rules of Procedure Training
February 23, 2026

ORDER OF BUSINESS

1. Call to Order & Determination of Quorum
2. Approval of Minutes
3. Public Forum
4. New Business (Public Hearing)
5. New Business (Public Comment)
6. Staff Updates
7. Adjournment



CALL TO ORDER/QUORUM

Quorum is 4 members present

If no quorum at start of meeting, Chair to suspend the meeting and wait 15 minutes for quorum

If no quorum after 15 minutes, make motion to adjourn



APPROVAL OF MINUTES

Standard Motion to Approve Minutes As Presented

“I move to approve the minutes of the [date] meeting as presented.”

or

Standard Motion to Amend & Approve the Minutes

“I move to amend and approve the minutes of the [date] meeting with the following corrections [clearly stating the specific correction].”



PUBLIC FORUM ITEM

Public can comment on items unrelated to items on the agenda and share general comments and concerns with Planning Commission

There should be no response/engagement other than a "thank you for your comments"

****These are not part of the record or minutes.***



PUBLIC HEARING ITEM

New Business (Public Hearing)

Introduction of Case

Staff Presentation

Open Public Hearing

Applicant Presentation

Public Hearing Speakers

Close Public Hearing

Ask Applicant/Staff Questions

Make Motion & Deliberate

Decision



PUBLIC COMMENT ITEM

New Business (Public Comment)

Introduction of Case

Staff Presentation

Applicant Presentation

Public Comment

Ask Applicant/Staff Questions

Make Motion & Deliberate

Decision



STAFF UPDATES

Updates from staff on cases or information important to the Planning Commission



ADJOURNMENT

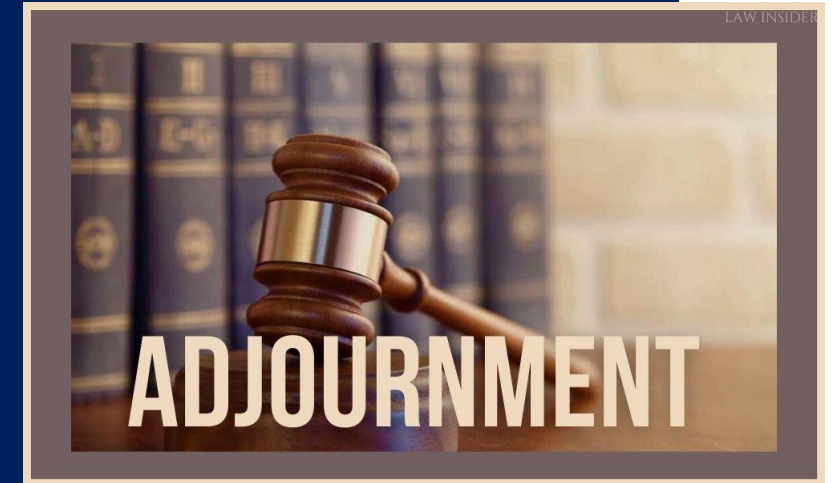
When a Motion is Not Necessary

A motion is not needed in the following circumstances, and the Chair can simply announce the adjournment through "general consent" or "unanimous consent":

- **Completion of business:** The meeting has covered all items on the agenda, and no member responds when the chair asks if there is "any further business".
- **Previously scheduled time:** The group agreed beforehand (e.g., in the agenda or bylaws) to adjourn at a specific time, and that time has arrived.
- **Emergency:** There is an emergency, such as a fire, natural disaster, or other immediate safety concern.

When A Motion is Necessary

A motion is necessary when none of the three elements listed above can be met. In that case, a Motion to Adjourn, Second and then vote is required (this motion is not debatable)



The Chair's Role

The Chair is responsible for presiding over meetings and ensuring that the Commission conducts its business in an orderly, fair, and efficient manner.

The Chair calls meetings to order, follows the adopted agenda, and ensures that Commission procedures and applicable laws are followed.

During meetings, the Chair recognizes speakers, facilitates discussion among Commission members, and helps keep deliberations focused on relevant issues.

The Chair also ensures that public hearings are conducted properly, that all viewpoints are heard respectfully, and that decisions are made based on established policies and regulations.

In addition, the Chair rules on points of privilege and procedural questions to maintain decorum and ensure the orderly conduct of meetings.



MAKING MOTIONS

Business is brought before the Commission by motions, a formal procedure for taking action. **All motions shall be stated in the affirmative.**

For recommendations to the Greer City Council, the motion shall be for a recommendation of approval. To adopt a recommendation, a majority of members present shall vote in the affirmative. Motions that fail to carry go to the Council as a recommendation of denial. Motions that are defeated due to a tie will go to Council with no recommendation.

The Chair should restate the motion before calling for a vote. If the motion is poorly worded, the Chair has authority to clarify.

NO SECOND ON MOTION

If no one seconds a motion...

...it simply doesn't come before the group for discussion or a vote; the Chair confirms there's no second and then moves to the next item, as the motion "dies for lack of a second," but it isn't lost and can be brought up again later.

The purpose of a second is to show at least one other person wants to discuss it, ensuring it's not just one person monopolizing the meeting.

Key Points

- **Not Lost:** The motion isn't defeated; it just isn't considered.
- **Can Be Reintroduced:** The motion can be made again at a later time.
- **Purpose of Second:** Ensures the group agrees it's worth debating, not necessarily that they support the idea.

Because SC state law requires taking action, no second on a motion means that the item may be automatically approved!

TYPES OF MOTIONS : MAIN

Robert's Rules of Order provides for five general types of motions: main motions, subsidiary motions, incidental motions, privileged motions, and renewal motions.

Main Motions

The most important motion, which introduces items to the membership for their consideration. They cannot be made when any other motion is on the floor, and must yield to privileged, subsidiary, and incidental motions.

After the member has made a motion (and after the motion is seconded), the Chair must then restate the motion or rule it out of order and then calls for discussion. Seeing no discussion, or after discussion is complete, the Chair will call for a vote on the motion.

Exact wording of motions and amendments is important for clarity and recording in the minutes.

Main motions are always debatable!

TYPES OF MOTIONS: SUBSIDIARY

Subsidiary Motions

Subsidiary motions are motions which direct or change how a main motion is handled and are voted on before a main motion.

These motions include:

- **Previous question or close debate.** Used to bring the body to an immediate vote. It closes debate and stops further amendment. Contrary to some misconceptions, the majority decides when enough discussion has occurred, not the Chair. The formal motion is to "call for the question" or "call for the previous question," or simply, "I move to close debate." The motion requires a second, *is not debatable*, and requires a two-thirds majority (5 members if all 7 are present).
- **Limit/extend debate.** May be desired if the group has adopted a rule limiting the amount of time that will be spent on a topic. *This motion is debatable.*
- **Continue to a date certain.** The motion directs that the matter will be taken up again at some specific date and time. *This motion is debatable.*
- **Refer to committee.** Directs that some other body will study the matter and report back. *Only if the GPC has established subcommittees. *This motion is debatable.*
- **Amendment.** Used to "fine tune" a motion to make it more acceptable to the group. The amendment must be related to the main motion's intent and cannot be phrased in a way that would defeat the main motion. Examples apply to minutes, agendas, text amendments, etc. Items that do not allow conditions or amendments – such as rezoning and annexations – cannot have amended motions. *These motions is debatable.*

Always use a continuance motion and not a tabling motion!

TYPES OF MOTIONS: INCIDENTAL

Incidental Motions

Incidental motions provide a means of questioning the procedure of other motions and have priority.

These motions include:

- **Point of order.** To bring to the group's attention that the rules are being violated. You don't need to be recognized prior to making a point of order. This is not really a motion but requires the Chair to make a ruling as to whether or not immediate consideration is proper. *This is not debatable, but instead is a Chair ruling.*
- **Appeal from the decision of the Chair.** The group can overrule the Chair on any parliamentary decision. While the motion must be seconded, it cannot be amended. When this motion is moved and seconded, the Chair immediately states the question, "Shall the decision of the chair stand as the judgment of the group?" If there is a tie vote, the Chair's decision is upheld. *The motion is not debatable* when it applies to a matter of improper use of authority or when there is a pending motion to close debate.
- **Parliamentary inquiry.** Not a motion, but a question as to whether an action would be in order. *This is not debatable, but instead a clarification from staff.*
- **Request to withdraw a motion.** Contrary to popular misconception, a motion cannot be withdrawn by its mover. This request requires majority approval. *This motion is not debatable.*
- **Suspension of the rules.** When matters are to be taken out of order or a particular task can be better handled without formal rules in place, this motion can be approved by a majority vote. However, until the rules are restored, only discussion can occur, no decisions can be made. This motion requires a second but *is not debatable* or amendable.
- **Object to consideration of a question.** A motion can be objected to and ruled out of order without debate if it is so outrageous or intended to distract the group from resolving legitimate business. However, if the Chair does not rule the motion out of order, a majority vote can block further consideration. *This motion is not debatable.*

Most incidental motions are not debatable!

TYPES OF MOTIONS: POINTS OF PRIVILEGE

Questions of Privilege

Finally, there are a few questions of privilege that are in order at any time and must be disposed of prior to resuming discussion on the matter at hand:

- **Fix the time for next meeting.** This is in order at any time, including when a motion to adjourn is pending. Second required, *not debatable*, and amendable.
- **Adjourn.** To bring the meeting to a halt. Second required, *not debatable*, and not amendable. Alternatively, instead of a motion, the chair can ask if there is any further business. If there is no response, the chair can say, "Since there is no further business, the meeting is adjourned."
- **Recess.** A temporary break in the meeting; should state a time at which the meeting will resume. Second required, *not debatable*, and not amendable.
- **Point of privilege.** A matter that concerns the safety and welfare of the group or an individual member. Can be raised even when another person is speaking. No second, *not debatable*, and no vote required. *Chair makes ruling.*
- **Call for the orders of the day.** A demand that the group return to the agenda. Can be taken when another person is speaking, no second required, *not debatable*, and no vote required. A majority vote is required to reject the motion.

Points of privilege are not debatable!

DECISIONS

The vote of a majority of those members present shall be sufficient to decide any matter before the Commission, provided a quorum is present. No member shall be excused from voting except as required in the Bylaws.

1. All voting shall be by roll call or a show of hands.
2. A tie vote shall result in a defeat of the motion.
3. For recommendations to the Greer City Council, a defeat of the motion shall result in a recommendation for denial.

*Items sent to Council with a recommendation of denial require a 2/3 vote by Council to approve

Votes

- **Yes/Aye:** Indicates approval and support of a motion.
- **No/Nay:** Indicates disapproval and opposition to a motion.

**Approve or deny is not a proper vote*

ACTION

Under SC Code § 6-29-760 and SC Code § 6-29-1180, the GPC must take action on a case or the item is automatically approved.

“Taking action” means any of the actions as described below:

The Greer Planning Commission must take one of the following actions related to preliminary plats within 60 days:

- Approve
- Deny
- Continue to a date certain
- Remand back to staff with direction

The Greer Planning Commission must take one of the following actions related to all other actionable business before the GPC within 30 days:

- Recommend Approval
- Recommend Denial
- Continue to a date certain
- Remand back to staff with direction



ETHICS POLICY

Commission members shall follow state statutory mandates found in the SC Ethics Act 8-13-700 and City of Greer Ethics Policies. Members shall not vote on any advisory or legislative decision regarding a development regulation where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.



EX PARTE

Ex parte communication is a one-sided conversation or contact with a decision-maker about a case, made without the other parties present or notified, which is generally prohibited in ethics and procedures because it undermines fairness and the right to a fair hearing, though exceptions exist for purely procedural matters or specific authorized situations. It means "**on one side only; by or for one party**" in Latin, ensuring impartiality by preventing secret influence on decisions.

Commissioners should not engage with Council members on cases and vice versa. Discussion with community members is allowed. Discussion with applicants is legally allowed but discouraged.



ENGAGING WITH THE PUBLIC

During the Meeting

Limit questions to applicants and staff
Questions from the Commission should not be directed to the public*

Outside of the Meeting

As a publicly appointed board, all communication is subject to FOIA. As such:

- Keep email records & written correspondence
- Recommend setting up a separate email for GPC

If a community member reaches out, encourage them to send written comments or attend the GPC meeting to speak



DISCUSSION



Greer Planning Commission

Rules of Procedure

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Greer Planning Commission
Rules of Procedure
Approved February 23, 2026



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Greer Planning Commission
Rules of Procedure
Approved February 23, 2026



SECTION 1: INTRODUCTION AND ORGANIZATION

1.1. Purpose

To establish procedures for organizing and executing the duties and responsibilities of the Greer Planning Commission, herein referred to as the 'Commission' or the 'GPC', pursuant to state statute and the Greer City Council Charter.

1.2. Authority

The Greer City Council formed the current iteration of the Greer Planning Commission on February 26, 1991, through Ordinance 1-1991.

1.3. Functions of the Greer Planning Commission

The Greer Planning Commission (GPC), will help guide the city's work on the following activities, as authorized under the South Carolina Planning Enabling Act of 1994 and under SC Code of Law 6-29-340, as amended:

- a. Undertake a continuing planning program for the physical, social, and economic growth, development, and redevelopment of the area within its jurisdiction;
- b. Design plans and program to promote public health, safety, morals, convenience, prosperity, or the general welfare as well as the efficiency and economy of its area of jurisdiction;
- c. Conduct comprehensive surveys and studies of existing conditions and probable future development and include recommended means of implementation;
- d. Create, publish, and distribute maps, plans, and reports and recommendations relating to the plans and programs and the development of its area of jurisdiction to public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens;
- e. In the performance of its functions, may enter upon any land with consent of the property owner or after ten days' written notification to the owner of record, make examinations and surveys, and place and maintain necessary monuments and marks on them, provided, however, that the planning commission shall be liable for any injury or damage to property resulting therefrom;

- f. The powers as may be necessary to enable it to perform its functions and promote the planning of its political jurisdiction;
- g. In the discharge of its responsibilities, the local planning commission has the power and duty to:
 - (1) prepare and revise periodically plans and programs for the development and redevelopment of its area as provided in this chapter;
 - (2) prepare and recommend for adoption to the appropriate governing authority or authorities as a means for implementing the plans and programs in its area:
 - (a) zoning ordinances to include zoning district maps and appropriate revisions thereof, as provided in this chapter;
 - (b) regulations for the subdivision or development of land and appropriate revisions thereof, and to oversee the administration of the regulations that may be adopted as provided in this chapter;
 - (c) an official map and appropriate revision on it showing the exact location of existing or proposed public street, highway, and utility rights-of-way, and public building sites, together with regulations to control the erection of buildings or other structures or changes in land use within the rights-of-way, building sites, or open spaces within its political jurisdiction or a specified portion of it, as set forth in this chapter;
 - (d) a landscaping ordinance setting forth required planting, tree preservation, and other aesthetic considerations for land and structures;
 - (e) a capital improvements program setting forth projects required to implement plans which have been prepared and adopted, including an annual listing of priority projects for consideration by the governmental bodies responsible for implementation prior to preparation of their capital budget; and
 - (f) policies or procedures to facilitate implementation of planning elements.

SECTION 2: MEMBERSHIP AND OFFICERS

2.1. Membership

Appointments by the Greer City Council, are as follows:

- a. The Board shall consist of seven (7) appointed members.
- b. Members should notify the Chair and/or the appropriate city staff member (typically, the Planning Manager or designee) in writing to resign from the Commission.
- c. All Members will be appointed according to the Greer City Council's Rules of Procedure.
- d. Members will serve four (4) year terms beginning on the first of the calendar year following their appointment.
- e. Members may be reappointed for subsequent terms according to Council procedures and State Law, as amended.

2.3. Vacancies

Vacancies are filled by the Greer City Council. Should a vacancy occur in the middle of a members' term, a new member will be appointed to the Commission according to the City Council's Rules of Procedure.

2.4. Removal

Any member of the GPC may be removed by Council for good cause, provided the member is given written notice at least two weeks prior to removal, and provided further that the member is afforded a reasonable opportunity to be heard on the matter before being removed. As used in this section, good cause shall include any one of the following:

2.5. Officers

The officers of the Commission will be the Chair and the Vice Chair.

2.6. Chair

The Chair shall preside at all meetings of the full Commission, make committee appointments in consultation with the Vice Chair, and decide all points of order and procedures subject to these rules (unless directed otherwise by a majority vote of the GPC in session at that time). The Chair shall have the right to vote in the order of their choosing.

2.7. Vice Chair

The Vice Chair shall serve as the acting Chair in the absence of the Chair, and at such time, have all the powers, duties, and voting rights as the Chair. With the resignation or termination of the Chair, the Vice Chair shall ascend to the position of Chair and a replacement for the officer position of Vice Chair shall be selected by Commission election from the remaining members who do not currently hold an officer position.

2.8. Temporary Chair

In the absence of both the Chair and the Vice Chair, the Commission may appoint any of its members present in session to serve as Temporary Chair until such time that either the Chair or Vice Chair is present, and at such time, have all the powers, duties, and voting rights as the Chair.

2.9. Clerk

City staff, provided by the Planning & Development Department shall, subject to the direction of the Chair and Commission, keep all records, conduct all correspondence of the Commission, and generally supervise the clerical work of the Commission and its *ad hoc or sub*-committees. The Planning Manager, or their designee, will serve in the clerk role, and assist in scheduling meetings, coordinating speakers, drafting agendas, and producing other review materials necessary for the Commission's work. The minutes shall include all important facts pertaining to each meeting, including:

- a. Every case acted upon by the Commission;
- b. All votes of the Commission members upon any recommendation, resolution, or other final determination of any question before the Commission; and
- c. A record of all votes in a and b above, indicating the names of members voting for, against, absent, or excused from voting.

- d. The Planning Manager, or their designee, will assist in scheduling meetings, coordinating speakers, drafting agendas, and producing other review materials necessary for the Commission's work.
- e. Record minutes of all meetings.

In accordance with state law, a recording of the meeting may substitute for a written minute's document, at the GPC's discretion.

2.10. Election of Officers

Officers shall be elected at the first regular meeting of the calendar year.

2.11. Officer Vacancy

A vacancy in the office of the Chair shall be filled by the Vice Chair succeeding to the office for the balance of the unexpired term.

2.12. Public Representation

Only the Commission Chair, or a member designated by the Chair in written form, may speak officially for the Commission. Commission members may speak publicly as private residents on Greer Planning Commission matters; however, they should indicate in such cases that they are presenting their own opinions and not those of the Commission (this includes any online or social media posting).

SECTION 3: MEETINGS

The Commission conducts meetings in accordance with local and state requirements.

3.1. Open Meetings

All meetings, public hearings, records, and minutes of the Commission and its committees shall be made open and available to the public and in conformance with South Carolina Open Meetings & Record Law, SC. § 30-4-70.

3.2. Regular Meetings

Regular meetings of the Commission shall be held at City Hall on the third Monday of each month, beginning at 6:30pm (unless otherwise posted).

All scheduled meetings of the Greer Planning Commission shall be published on the city's public meeting and agenda site, generally five (5) days before the hearing, but no less than 24 hours in advance.

3.3. Special or Additional Meetings

Special or additional meetings of the Commission may be called by the Chair, Planning Manager, or their designee. Procedures for special and additional meetings include:

- a. Written notice of special or additional shall be given to all Commission members at least forty-eight (48) hours prior to the meeting and shall state the time, place, and purpose of the meeting.
- b. Additional meetings may be scheduled by the Chair, in consultation with the Planning Manager, or their designee, to accommodate a large number of agenda items ready for commission consideration.
- c. The Commission may change the time and location of future meetings at any regular meeting, with appropriate notice to Commission members, city staff, and the public.
- d. Notice to the public shall be given as required by state law.

3.4. Ad Hoc Committees

Ad Hoc or sub-committees will follow South Carolina General Statutes on public and open meeting laws and meet the following requirements:

- a. Public notice of the ad hoc committee will be made. Meeting notice to the public shall be given at least 24 hours in advance, or as required by state law, as amended.
- b. The meeting will be held in a location open and accessible to the public.
- c. Minutes of the ad hoc meeting will be kept on file with the city.
- d. All ad hoc committee meetings, records, and minutes shall be made open and available to the public and in conformance with South Carolina Open Meetings and Records Law, SC § 30-4-70.

3.5. Cancellation of Meeting

Whenever there is no business to come before the Commission, the Chair, after consultation with the Planning Manager, or their designee, may dispense a regular meeting by giving notice to all Commission members not less than twenty-four (24) hours prior to the start time of the meeting.

3.6. Quorum

A quorum is half of the current appointed Board membership plus one.

- a. If quorum has not been met by the noticed start time, the Chair will open the meeting, make an announcement that quorum has not been met, and recess for fifteen (15) minutes;
- b. At which time the Chair will determine if quorum has been met. If it has not been met, the items, in consultation with the Planning Manager, or designee, will be continued to a date certain and the meeting will be adjourned.

3.7. Order of Business

The order of business at regular meetings of the Board is recommended to be as follows:

1. Call to Order & Determination of Quorum
2. Approval of Minutes
3. Public Forum
4. New Business (Public Hearing)

- a Introduction of Case
 - b Staff Presentation
 - c Open Public Hearing
 - d Applicant Presentation
 - e Public Speakers
 - f Close Public Hearing
 - g Applicant/Staff Questions
 - h Deliberation
 - i Decision
- 5. New Business (Public Comment)
 - a Introduction of Case
 - b Staff Presentation
 - c Applicant Presentation
 - d Public Comment
 - e Applicant/Staff Questions
 - f Deliberation
 - g Decision
 - 6. Staff Updates
 - 7. Adjournment

The order of business may be amended by the Chairperson, in consultation with the Planning Manager, or their designee. Public comment would be appropriate for preliminary plats, approval of calendars, potentially old business, and/or anything not requiring a public hearing.

3.8. Establishing Time Limits

Establishing time limits is important to ensure all agenda items have the ability to be heard by the Commission. The following apply to regular Commission meetings:

- a. Applicants will have 10 minutes to speak. Community members will have 3 minutes to speak each during the public hearing.
- b. The Chair may alter the amount of time applicants and community members have to speak.

- c. Time limitation shall be enforced by the Chair in consultation and support with city staff.

3.9. Conduct of Public Comment

In order to ensure full consideration of matters before the Commission, Commission meeting public comment periods shall be conducted in the following order:

- a. Prior to the start of the public comment period, persons wishing to address the Commission members will register on a sign-up sheet stationed by the meeting room door.
- b. Prior to beginning the public comment period, the Chair will collect the sign-up sheet and recognize speakers. Speakers will address the Commission members from the podium and special accommodations will be made for persons with a disability with appropriate advanced notice to City of Greer ADA Coordinator. Speakers will be asked to identify themselves for the record, stating their name and address.
- c. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Chair and city staff. These will be entered into the record.
- d. Speakers shall be civil and courteous in their language and presentation. Insults, personal attacks, accusations, profanity, vulgar language, inappropriate gestures, or other inappropriate behavior will not be tolerated.
- e. Speakers will address comments to the entire Commission as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the public comment period.
- f. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Chair may declare “out-of-order” any person who fails to comply with this policy. The Chair shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting.

3.10. Virtual or Electronic Meetings

Virtual or electronic meetings shall comply with the South Carolina Freedom of Information Act (S.C. Code §30-4-10 et seq.) and any applicable City of Greer Council policies governing electronic participation. as amended.

SECTION 4: AGENDA & ATTENDANCE

The Commission conducts meetings in accordance with local and state requirements. Agendas follow these requirements:

4.1. Agenda

The agenda for each regular or special meetings of the Greer Planning Commission shall be prepared by the Planning Manager, or designee, under the following requirements:

- a. The agenda shall be posted according to the procedures outlined by state law, and these Rules of Procedure.
- b. The GPC may consider no business unless such an item properly appears on the agenda, or unless such matter is for consideration by the Chairperson.
- c. Public hearing notices must follow state laws.

4.2. Attendance

A Commission member who is unable to attend a regular meeting of the GPC should contact the Planning Manager, or designee, and Chair at least twenty-four (24) hours before the scheduled meeting and indicate the general reason for being absent (earlier notification is encouraged). The Commission will be notified of the absence at the meeting during roll call.

Members are expected to maintain regular attendance and are expected to attend at least 50% of Board meetings within a rolling calendar year. Members that miss four meetings within a rolling calendar year will be reminded by the Chair of the attendance policy. After five absences within a rolling calendar year, the Chair will coach the Commission member on the attendance policy. Six or more absences in a rolling calendar year shall constitute grounds for review by City Council for possible removal for cause.

SECTION 5: CONDUCTING BUSINESS

5.1. Decisions

The vote of a majority of those members present shall be sufficient to decide any matter before the Commission, provided a quorum is present. No member shall be excused from voting except as required in sections 6.2 and 6.3. of these Bylaws.

- a. All voting shall be by roll call or a show of hands.
- b. A tie vote shall result in a defeat of the motion.
- c. For recommendations to the Greer City Council, a defeat of the motion shall result in a recommendation for denial or disapproval.

5.2. Votes

5.2.1. Commissioners may make the following types of votes when voting:

- a. **Yes/Aye:** Indicates approval and support of a motion.
- b. **No/Nay:** Indicates disapproval and opposition to a motion.

5.2.2. Recusals require a recusal form to be completed prior to the start of the meeting, and the recused member to leave the room during the case or item. In situations where the appropriateness of a recusal is under debate, staff or the member should reach out to the SC State Ethic Office for a non-binding opinion.

Commentary: SC Ethics Advisory Opinion SEC AO2003-001 from July 17, 202, should inform questions around ethical considerations for recusal.

5.2.3. Abstentions from voting will not be allowed.

5.3. Actions

Under SC Code § 6-29-760 and SC Code § 6-29-1180, as amended, the GPC must take action on a case. *“Taking action”* means any of the actions as described below:

The Greer Planning Commission must take one of the following actions related to preliminary plats within 60 days:

- a. Approve
- b. Deny
- c. Remand back to staff for administrative corrections

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The Greer Planning Commission must take one of the following actions related to all other actionable business before the GPC within 30 days:

- d. Recommend Approval
- e. Recommend Denial
- f. Keep the public hearing open and continue to a date certain
- g. Remand back to staff with direction

Under SC Code of Laws, the GPC must take action, or the item is automatically approved.

5.4. Adopted Ethics Policy

Commission members shall follow state statutory mandates found in the SC Ethics Act 8-13-700, SC 5-7-130, and City of Greer Ethics Policies. Members shall not vote on any advisory or legislative decision regarding a development regulation where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship. For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild.

5.5. Motions

Business is brought before the Commission by motions, a formal procedure for taking actions. All motions shall be stated in the affirmative. For recommendations to the Greer City Council, the motion shall be for a recommendation of approval. In order to adopt a recommendation, a majority of members present shall vote in the affirmative.

Robert's Rules of Order provides for five general types of motions: main motions, subsidiary motions, incidental motions, privilege motions, and renewal motions.

5.5.1 Main Motions

A motion suggests taking action and is always presented in the affirmative. For example, "I move to recommend approval of the Variance as written." All main motions require a second.

5.5.2 Subsidiary Motions

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Subsidiary motions are motions which direct or change how a main motion is handled and are voted on before a main motion. For example, “I move to close debate.”

5.5.3 Incidental Motions

Incidental motions provide a means of questioning the procedure of other motions and have priority.

5.5.4 Renewal Motions

Once the group has taken action, renewal motions require the group to further discuss or dispose of a motion.

5.5.5 Privilege Motions

There are a few questions of privilege that are in order at any time and must be disposed of prior to resuming discussion on the matter at hand.

5.6. Advisory Recommendations

5.6.1. With limited exceptions (such as preliminary plats and calendar approvals), votes taken by the Commission are advisory. Final and formal decisions on most items heard by the GPC are made by the Greer City Council.

5.6.2. Tie votes (meaning the motion fails) will be forwarded on to City Council with “No recommendation”.

5.7. Parliamentary Procedures

Consideration of cases and other business shall be in accordance with the Commission’s Rules of Procedure (ROP). If these ROPs are silent on an issue of parliamentary procedure, the current edition of Robert’s Rules of Order shall govern. The most current version of Robert’s Rules of Procedure is adopted by reference upon approval of this ROP.

5.8. Suspension of Rules

The Commission may, upon affirmative 2/3 vote of its appointed and sworn in membership, suspend these Rules of Procedure for consideration of any matter before the Commission, so long as it does not create a conflict with state law, and so long it is only suspended for the duration of one specific case.

5.9. Speakers

The applicant or petitioner is encouraged to attend the GPC meeting; however, attendance is not a pre-requisite for GPC taking action. The GPC has the authority to determine whether or not to vote on a case or continue it to a date certain if the applicant is not present.

5.10. Decorum Reminder

The Rules of Decorum for resident and commission member participation are available upon request from the Planning & Development Department. These rules are held by city staff, and any updates to these rules do not require a vote by the Commission.

SECTION 6: AMENDMENTS & REVISIONS

6.1. Rules of Procedure Updates

These rules may, within the limits allowed by law, have amendments proposed to these Rules of Procedure (ROP) of the Commission by being presented at a regular GPC meeting. Amendments to the ROPs of the GPC must be approved by a majority of sitting members of the GPC before their implementation.

The Commission's Rules of Procedure were originally adopted on February 23, 2026.

6.2. History of Revisions

No revisions

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