



**City of Greenville
Planning Commission, Design Review Board, and Board of Zoning Appeals
Joint Training Workshop
11:00 AM Tuesday, October 25, 2022**

**Greenville Convention Center
1 Exposition Drive, Greenville, SC 29607**

Note: The purpose of this joint workshop is for the members of the Planning Commission, Design Review Board, and Board of Zoning Appeals to receive training and fulfill annual education requirements. The workshop is a public meeting open to the general public. No pending business items before any of the boards or commission will be considered or discussed. Likewise, no public comments will be received during the workshop. Persons wishing to comment on an application are invited to do so at the respective board or commission's next scheduled public hearing.

Minutes

1. Call to Order

11:00AM

Board of Zoning Appeals Members in attendance: Chairman Chris Price, Krish Patel, Stephanie Gates, Seph Wunder, Lauren Rounsville, and Ken Betsch

Absent: Frederick Turner

2. Training Topics and Presentations:

Welcome and Introduction

Presented by Planning Administrator Mary Douglas Hirsch

Roles and Functions of City Planning Divisions

Presented by Planning Staff

- City Council Roles & Functions
- Long Range Planning Overview
 - Planning Commission overview
 - Discussed Small Range Area Plans and Comprehensive Plans
 - Discussed annexations and zoning
- Current Planning
 - Current planning overview
 - Discussed development permit types & processes
 - Discussed zoning enforcement
- Board of Zoning Appeals
 - Provided overview of BZA duties and functions
 - Discussed appeals
- Urban Design Review Board & Neighborhood Design Review Board
 - Provided DRB overview
 - Detailed Urban Board
 - Detailed Neighborhood Board & historic guidelines

- Discussed design guidelines
- Discussed historic preservation
- Discussed appeal process and exemptions
- Discussed design assistance and solutions for best practice

Ethics for Board & Commission Members and Conducting Effective Meetings

Presented by Barry Nocks, PhD, FAICP

- Discussed overview for effective public hearing
- Discussed criteria for decision making
- Defined ethics and applying it in planning
- Basic information for everyday behavior
 - Expectations from public/processes/officials/staff/boards
 - Promoting the public interest
- Ethics are multidimensional
 - Discussed the “Ends,” “Means,” and “Intent”
- Discussed ethical dilemmas and challenges
 - APA Code of Ethics
- Ethic principals for 2022
 - Public interest
 - Process integrity
- Substantive public interest
- Conflict of interest & full disclosure
- APA principles for boards
- SC Ethics Law – Section 8-13-700
- Visiting the site
- Staff & board roles
- Legal status of Board
- Conflict in local planning decisions
- Stages of deliberation
- Suggestions for Commissioners – keep learning
 - Commissioner commented on how to keep respectful meetings.
- Rules of procedure reminders
 - Commissioner asked about timing for questions/fact finding during the meeting
 - Commissioner asked about motions made before all commissioners’ questions were answered
 - Staff asked about workshops being helpful to commissioners
- Focus on relevant standards
 - Commissioner asked about what reasons or standards should be provided when a commissioner votes against an item.
 - Commissioner asked about recusing when projects are in the neighborhood that the commissioner lives

Economic Development Strategic Plan

Presented by Economic and Community Development Director Merle Johnson

- Growth in Greenville

- Regional export
- Robust economy
 - Development
- Science sector
 - Headquarters on Main St.
- Equality challenges
- Challenges of success
- GVL 2040
 - Investment for future
 - Talent & innovation
 - Maintaining livability
 - Effective implementation
- Open to questions
 - Commissioner asked how much office space would speaker like to see?
 - One million sq. ft. over next few years
 - How do you define Class A?
 - Open lobby
 - We are seeing the Class A office spaces being converted
 - Will new construction be needed in order to provide more Class A space?
 - Yes
 - Asked about decrease in African-American population and why
 - Gentrification has contributed
 - Community Empowerment meeting is looking to help workforce resources

Planning Do's & Don'ts and Q&A

Presented by Assistant City Manager Shannon Lavrin

- Any questions?
 - Commissioner asked what is the mission we are working towards together for the City of Greenville
 - To find ways to implement the comprehensive plan and the goals and values are set forth and align with GVL 2040.
 - Commissioner asked about training when the new code is adopted
 - There will be many of training sessions with staff and consultants
- Discussed deliberation standards
- Discussed standards of ordinance that are used in deliberations and motions
- Discussed public comment sessions during public hearing
- Discussed land use and Fair Housing Act on renting/owning and affordable housing
- Discussed State Law applicability to local government

Adjourn

2:15 PM

Compiled by Sharon Key, Planning & Development Department