



PROJECT PREVIEW MEETING (PPM) POLICY

1. Purpose and administration

- a. Project Preview Meetings allow the public to learn about proposed Open Space Residential developments, ask questions, and identify concerns before formal subdivision application.
- b. The Planning Commission shall adopt this policy with Staff recommendations and review it annually with the Subdivision Calendar. The Planning Director or designee shall administer it and publish the policy, forms, meeting information, and submission requirements online. Staff may maintain consistent forms and instructions; substantive changes require Commission adoption with Staff recommendations.

2. Applicability and effect

- a. Every proposed Open Space Residential development in unincorporated Greenville County shall participate. Staff shall not waive the meeting requirement.
- b. Meetings are informational, not public hearings or approval proceedings. No vote, approval, denial, variance, or binding commitment shall occur. County participation does not establish approval or compliance, and all applicable development requirements remain in effect.
- c. Public input shall be documented and considered during project review. Community agreement is not required. Meetings do not replace subsequent notice, hearings, or review.

3. Scheduling and materials

- a. Meetings and submission deadlines shall follow the Subdivision Calendar. Staff shall publish the time, location, and agenda. Multiple projects may share a meeting; Staff may cancel meetings with no projects. Postponed projects shall be rescheduled with new notice.
- b. The meeting shall precede formal preliminary subdivision application. Meeting requests are not formal applications. An application shall be submitted within six months after the meeting; otherwise, another meeting is required.
- c. Before scheduling, the applicant shall confer with Staff, including through the existing preapplication process, to identify requirements and major issues. Staff review is preliminary and does not constitute technical review or approval.
- d. By the Calendar deadline, the applicant shall submit the following conceptual materials, sufficient for public discussion without final engineering:
 - i. Project name, location, tax map numbers, acreage, and owner, applicant, and representative contact information.
 - ii. Vicinity map and conceptual plan showing boundaries, adjoining roads and uses, proposed lots and streets, access, and anticipated connections.
 - iii. Proposed dwelling count, density, general lot sizes, phases, and utility service.
 - iv. Open space acreage, percentage, location, uses, and proposed ownership, permanent protection, and maintenance.
 - v. Known streams, wetlands, floodplains, significant natural features, buffers, and anticipated stormwater facilities, distinguishing existing and proposed conditions.
 - vi. Anticipated requests for relief and significant undetermined information or design elements.
- e. Plans shall be labeled conceptual and reflect the proposal presented. Staff may request clarification or missing information and defer projects needing major revisions or more information, with written notice of deficiencies.



PROJECT PREVIEW MEETING (PPM) POLICY

4. Public notice

- a. At least seven calendar days before the meeting:
 - i. Staff shall post the agenda, project location, summary, and conceptual plan on the County website.
 - ii. The applicant shall post County-approved signs visible from each public road frontage and maintain them through the meeting
 - iii. The applicant shall mail notice to owners within 1500 feet of the project boundary, including across roads and rights-of-way, using current County ownership records. Staff shall verify the notice area and mailing list.
 - iv. The applicant shall notify neighborhood or homeowners associations within the notice area; electronic association notice is permitted. Staff shall verify the list of neighborhood or homeowners associations.
- b. Notice shall identify the proposed Open Space Residential project, location, dwelling count, meeting date, time and location, applicant contact, and where materials are available. It shall state that the meeting is informational and no approval will occur.
- c. Before the meeting, the applicant shall provide the notice, mailing list, mailing certification, and dated posting photographs to County Planning Staff. Failure to meet notice requirements requires rescheduling and new notice.

5. Meeting procedures

- a. Staff shall host the meeting at an accessible County-designated location and explain its purpose and the project review process. The meeting shall follow an open house format, with Applicants displaying project information and remaining available to answer questions and discuss their proposals with members of the public. Attendees may move freely among projects.
- b. The applicant or a knowledgeable authorized representative shall attend throughout the project's allotted time, present legible conceptual materials, and respond to questions from the public. The presentation shall cover layout, open space, access, buffers, infrastructure, and anticipated schedule, distinguishing confirmed information from matters needing evaluation.
- c. Staff shall be available to explain County requirements and assist with orderly discussion between Applicants and attendees. An attendance sheet and written comment method shall be made available for the public. Written comments addressed to the applicant may be submitted up to five business days after the meeting.
- d. Completion does not depend on attendance numbers. Applicant absence or failure to provide a meaningful presentation and discussion requires another meeting with new notice.

6. Meeting report and project record

- a. The applicant shall submit a meeting report with the formal application, including:
 - i. Meeting date and location, notice documentation, reasonably ascertainable attendance, materials presented, and written comments received through the comment deadline.
 - ii. A fair summary of questions and concerns, including unresolved issues; applicant responses and proposed changes; and explanations for concerns the applicant cannot or does not intend to address.
 - iii. Changes between the presented proposal and the formal application.
- b. Staff shall retain the materials and report in the project record and make them available for Commission review and public access, subject to FOIA requirements. Missing documentation shall be identified in writing and corrected through applicable intake procedures.

7. Revised proposals and policy review

- a. Before formal application, Staff may require another meeting for substantial changes, including added acreage, material dwelling increases, principal access changes, or substantial open space or buffer changes affecting adjoining properties. Routine refinements without material effects do not require another meeting. Staff shall provide written reasons; the same scheduling, notice, and report requirements apply.
- b. Changes after formal submission shall follow applicable subdivision procedures. This policy does not alter ordinance or statutory review deadlines or independently authorize their suspension or extension.