

PLANNING COMMISSION MEETING
Tuesday, August 11, 2025
6:00 p.m.

MINUTES

The City of Clemson Planning Commission met in open session in the Council Chambers in City Hall, 1250 Tiger Boulevard, Clemson, SC.

Members present: Herb Tyler (Chair), Greg Rice (Vice-Chair), Tanya Hyatt, Benji Cumbie, Charles Kernaghan, and John Crolley

Members absent: Bryan Yoder

Staff present: Nathan Woods, Assistant City Administrator; Art Holbrooks, City Planner; Jacob Peabody, Zoning Administrator; Kelly Roach, Recording Secretary.

The meeting was livestreamed and recorded on YouTube.

1. Call to Order:

Mr. Tyler called the meeting to order at 6:00 p.m., then called for a motion to amend the agenda to include the approval of the minutes for the July 23, 2025 workshop. Mr. Cumbie made a motion to add consideration of the July 23, 2025 workshop minutes to the agenda; Mr. Crolley seconded the motion. Mr. Tyler called for discussion; there was none. Mr. Tyler called for a vote by a show of hands; there was no opposition. The motion was unanimously approved by a 6 – 0 vote.

Mr. Tyler then introduced the Commission members and staff present, and spoke on the Planning Commission's purpose requirements for developers proposing projects.

2. Public Session (4:30)

Mr. Tyler opened the Public Session and called for comments related to items not on the agenda; there were none. Mr. Tyler also noted that there had been no written comments received for items not on the agenda.

The Public Session was closed

3. Adoption of Minutes (6:23)

a. July 14, 2025 - Regular Meeting

Mr. Tyler called for proposed edits to the draft minutes; There were none.

Mr. Tyler called for a motion. Mr. Rice made a motion to approve the Monday, July 14, 2025 minutes as presented; Ms. Hyatt seconded the motion. Mr. Tyler called for a vote by a show of hands; there was no opposition. The motion was unanimously approved by a 6 - 0 vote.

b. July 23, 2025 – Workshop

Mr. Tyler called for proposed edits to the draft minutes; there were none.

Mr. Tyler called for a motion. Mr. Cumbie made a motion to approve the July 23, 2025 workshop minutes as presented; Ms. Hyatt seconded the motion. Mr. Tyler called for a vote by a show of hands; there was no opposition. The motion was unanimously approved by a 6 – 0 vote.

4. Planned Development Public Session (7:53)

a. PUD-000461-2025 Proposed Planned Development (201 Pine Street)

Mr. Tyler recognized the team from the 53 Group, the developer for the proposed Chapter Clemson development (see Attachment #1). Mr. Zach Britton, principal, introduced himself and the team members. Ms. Alison Mills from CRG Real Estate then gave a summary of what they heard during the concept presentation workshop in July, followed by other members of the development team addressing specific topics. Included were Mr. Jeff Halliburton of Thomas & Hutton Engineering; and Mr. Ben Buehrie and Mr. Elias Vavaroutsos with Lamar Johnson Collaborative, architects. Among the issues addressed were:

- Updating the traffic study to include additional counts to be taken when school is back in session.
- Removing the Hedgerow Lane parking and placing it in the parking garage.
- A landscape buffer to help screen the north side of the garage.

(Note: Technical issues with the presentation resulted in a meeting recess beginning at time stamp 13:05; Mr. Tyler called the meeting back to order following resolution of the problem at time stamp 22:17).

Mr. Tyler called for public comment.

Mr. Charles Usry, 218 Pine Street, Clemson, SC, expressed concerns with development in his neighborhood, noting worries about parking.

Ms. Larissa Heimlich, 101 Folger Street, Clemson, SC, listed concern with trash, noise and safety.

Ms. Gay Eitenmiller, 137 Honey Comb Lane, Central, SC, said the development would increase safety issues.

Ms. Karen Frady, 129 Old Greenville Highway, Clemson, SC, identified concerns related to infrastructure, parking, traffic, and placing retail in a residential area.

Mr. Fran McGuire, 163 Rippleview Drive, Clemson, SC, said the proposed development did not fit in with the community.

Ms. Eleanor Hare, 202 Crest Circle, Clemson, SC, questioned commercial uses being placed up against a residential area.

Mr. Rupert McGinty, 206 N. Clemson Avenue, Clemson, SC, stated concerns with the size of the development, and said that he believed it would lower the value of the property.

Ms. Stephanie Platt, 103 Mountain View Lane, Clemson, SC, noted preferences for building workforce housing instead of student housing.

Mr. Tyler called for additional comments from the public; there was none. The public session was closed.

Mr. Tyler then called for comments from the commissioners. Among the items addressed were:

- Concerns with infrastructure
- Exploration of benefits for residents
- Ways to lessen the impacts of the development on the surrounding neighborhood

Mr. Tyler then summarized the significant issues addressed during the session. He noted:

- Step-downs
- Views from neighborhood
- Economic impacts
- Traffic
- Parking
- The number of students
- Workforce housing
- Impacts on the infrastructure
- Overall impact on property values in the neighborhood

Mr. Tyler called for scheduling a workshop on the project, then closed the Public Session.

Mr. Tyler called for a short recess at time stamp 1:24:13. The meeting was called back into session at time stamp 1:34:32.

5. Action Items (1:34:42)

a. PUD-000431-2025 Proposed Planned Development (398 College Avenue)

Mr. Tyler asked staff for any reports or updates; there were none. Mr. Tyler then recognized Mr. Mario Visbal of LV Collective, the developer, to present.

Mr. Visbal gave an overview of the changes that have been made (see Attachment #2). Among the items he highlighted were:

- Height reduction near the residential neighborhood
- Changes in exterior materials
- Drop off and pickup area
- Turnaround area in parking garage
- Trash truck clearance
- 280 linear feet of stream preservation

Mr. Tyler called for any comments from the commissioners; after brief discussion it was determined to allow comments from the public first.

Mr. Tyler acknowledged receipt of a number of written comments received prior to the meeting, and read them (see Attachment #3). Following the conclusion of the review of written comments, Mr. Tyler noted that the deadline for submitting written comments to the Commission will be noon on the Friday before the meeting date. He then called for comments by members of the audience.

Mr. Allen Hodges, 100 Strode Circle, Clemson, expressed his concerns with the size of the building and said that he felt there should be a delay in the vote.

Ms. Shannon Sharkey, 101 Poole Lane, Clemson, asked the commission not to approve the proposed development, and to look into both the short term and long-term impacts of the developments under construction.

Ms. Stephanie Platt, 103 Mountainview Lane, Clemson, asked if this development would include any workforce housing; Mr. Woods responded that it would not.

Mr. Tom Teasley, 402 College Ave, Clemson, asked about the value of the 150 parking spaces being offered as public parking; Mr. Woods responded that the current cost to build structured parking was approximately \$30,000.00 per parking space. Mr. Teasley added that he had concerns with the amount that the City would benefit from the project, and said he wondered if it was better to have planned developments or a development built under straight zoning; he then expressed concerns with the commissioners voting and not knowing which was best for the city.

Mr. Julian Dickerson, 118 Riggs Drive, Clemson, noted concerns with voting on something before having all the answers; he added worries about parking.

Mr. Tyler called for any other comments from the public; there were none. He then called for comments from the Commission. Discussion followed between members and staff regarding possible development on the site by right.

Following the conclusion of discussion, Mr. Tyler called for final questions and comments from commissioners.

Mr. Kernaghan stated that after speaking to some of the people involved with the ClemsonNext strategic planning effort, he was against the proposed project going forward.

Mr. Rice noted concerns regarding a Corps of Engineers being issued for the site; members of the development team replied that although the permit had not been issued, it was in process and was expected to be issued in the near future. Mr. Rice then stated his desire for the developer to commit to keeping all work activities on site and not interfering with traffic or blocking the roads.

Mr. Crolley identified concerns with wording in the ordinance referencing open space and public space; Mr. Peabody suggested the developer make the language a little clearer and add a diagram to show the differences. Mr. Crolley also mentioned concerns with wording on occupancy.

Ms. Hyatt noted some of the benefits that she felt the development would bring to the City; Mr. Cumbie noted positives as well. Mr. Rice stated that if the project went forward, he would like to see the community have input on the signage proposed for the neighborhood entrance.

Mr. Tyler then provided a review of the process the Commission follows when developing and approving a recommendation to City Council on a project.

Mr. Tyler called for a motion. Following brief discussion about wording, Ms. Hyatt made a motion to send a positive recommendation to City Council on PUD-000431-2025 Proposed Planned Development (398 College Avenue) with the recommendations that the term ‘occupant’ was meant to be one person, the limit for double occupancy would be 20% (the same as approved for the 412 College Avenue (MODA) planned development), the terms ‘open space’ and ‘public open space’ would be clarified, potential liability issues would be addressed, and a use agreement for the public open space be explored; Mr. Rice seconded the motion. Mr. Tyler called for discussion or comments; there were none. Mr. Tyler called for a roll call vote. The results were:

Mr. Cumbie – yes
Mr. Crolley – no
Ms. Hyatt – yes
Mr. Kernaghan – no
Mr. Rice – yes
Mr. Tyler – yes

The motion was approved by a 4-2 vote.

6. Advisory Items (3:36:00) - None

7. Discussion Items (3:36:10)

a. Code of Ethics

Mr. Tyler briefed the Commission on the recently adopted City of Clemson Code of Ethics and Conduct for Elected and Appointed Officials. He then read the document (see Attachment #4).

8. Staff Reports (3:53:08)

Mr. Holbrooks stated a public hearing for the planned development would be scheduled. He also stated that a signed copy of the updated Rules and Procedures would be sent to all commissioners.

9. Other Items (3:54:20)

a. Planning Commission Representation at Council Meeting - None

b. Future Workshops and Other Events

Staff will coordinate the schedule of the workshop for 201 Pine Street.

Mr. Woods noted that there would be comprehensive plan advisory committee meeting with council; and he reminded the commission that the community input session on the redesign of Abernathy Park would be on August 26, 2025.

10. Adjourn (1:06:09)

Mr. Tyler called for a motion to adjourn. Mr. Rice made a motion to adjourn; Mr. Kernaghan seconded the motion. Mr. Tyler called for a vote by a show of hands; there was no opposition. The motion was unanimously approved by a 6 – 0 vote.

The meeting was adjourned at 9:58 p.m.

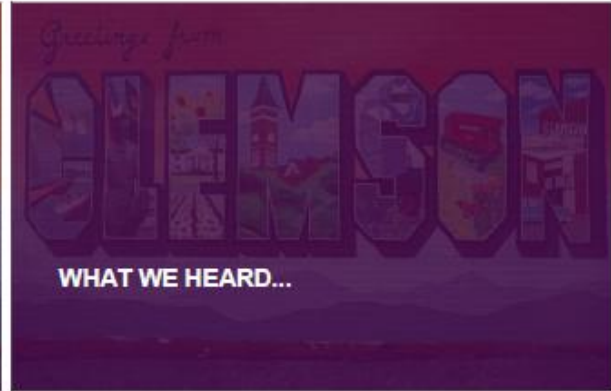
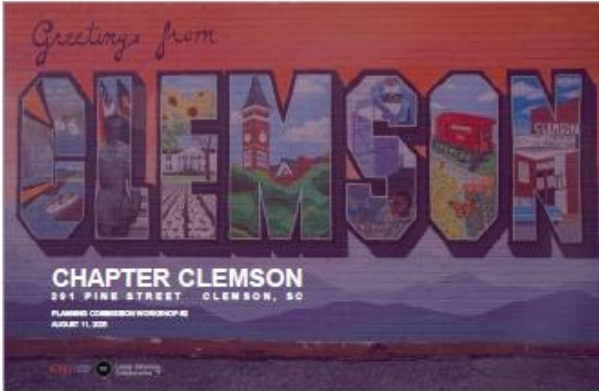
Respectfully submitted,

Kelly Roach, Recording Secretary

These minutes are in draft format and subject to change until approval by the City of Clemson Planning Commission.

Attachment #1

53 Group (Chapter Clemson) Informal Public Meeting Slides



WHAT WE HEARD...

TRAFFIC STUDY VALIDATION

ADDITIONAL TRAFFIC STUDY TO BE COMPLETED WHEN SCHOOLS IS BACK IN FULL SESSION

HEDGEROW LANE PUBLIC PARKING CONCERNS

ALL PUBLIC PARKING TO BE IN GARAGE FOR IMPROVED PROXIMITY TO RETAIL

VISIBILITY OF GARAGE ALONG HEDGEROW LANE

REPLACE PARKING WITH A GREENY LANDSCAPE BUFFER ALONG HEDGEROW LANE



L3C*

CHAPTER CLEMSON
PLANNING COMMISSION



AREA CHARACTER

THE CLEMSON NEXT STRATEGIC WHITE PAPER HAS IDENTIFIED THIS AREA AS A "GROW AT THE SEAMS" DESIGNATION, A HIGH-DENSITY STUDENT HOUSING SUBMARKET WITH A CHARACTER CONSISTING OF COMFORTABLE CROSSWALKS, BIKE AND PEDESTRIAN ROUTES



L3C*

CHAPTER CLEMSON
PLANNING COMMISSION

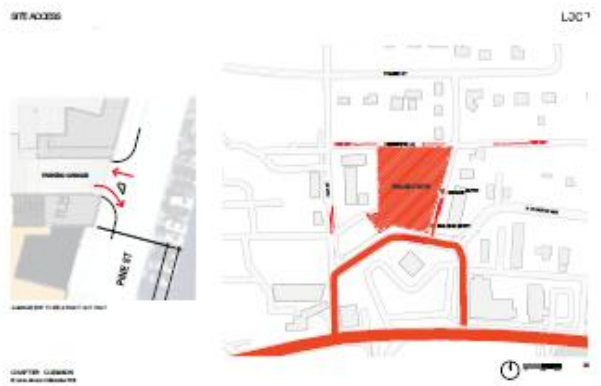
NEW DEVELOPMENT



L3C*

CHAPTER CLEMSON
PLANNING COMMISSION







DESIGN CONCEPT

L307

CAROLINA CLAY
HORIZONTAL LAYERING
MATERIALS OF NATURAL TONE
ARCHITECTURALLY VIBRANT



CHAPTER: GLEMSON
BY THE ARCHITECTURE

ELEVATION DIAGRAM

L307



CHAPTER: GLEMSON
BY THE ARCHITECTURE



CHAPTER: GLEMSON
BY THE ARCHITECTURE

FACADE MATERIALITY

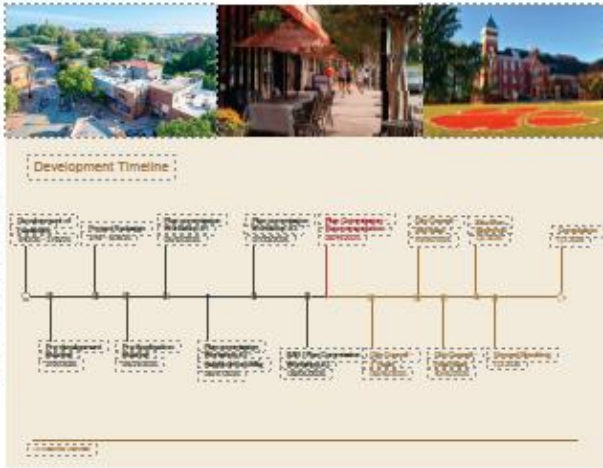
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CHAPTER: GLEMSON
BY THE ARCHITECTURE



Attachment #2



Project Metrics - updates

	North	South	Total
Height:	5/3 st.	7/5 st.	
Beds	135	625	760
Resident Parking	10	380	390
Ratio	.07	0.6	0.51
Retail	3000	6400	9400
Public Parking	0	150	150



College Ave - Lobby



College Ave - Pedestrian



Strode / Riggs - previous



Strode / Riggs - reduction



Strode / Riggs - stepdown



Strode / Riggs - articulation



Riggs Dr - previous



Riggs Dr - reduction



Riggs Dr - stepdown



Riggs Dr - articulation



Riggs Dr - previous



Riggs Dr - reduction



Riggs Dr - stepdown :



Riggs Dr - articulation :



College Ave / Strode Cir. :



Height in Context :

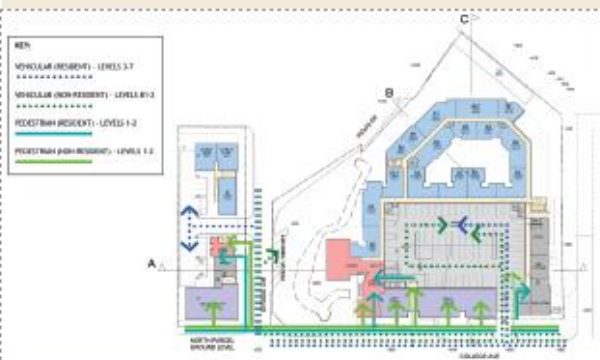


Previous :

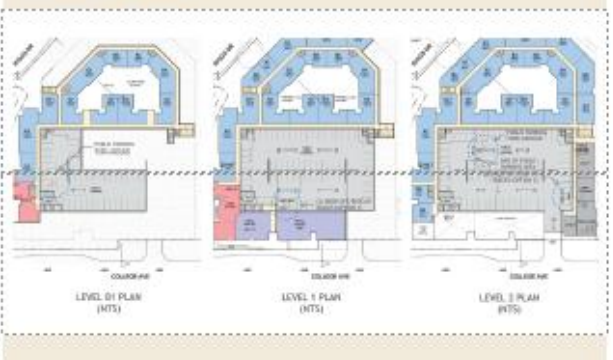


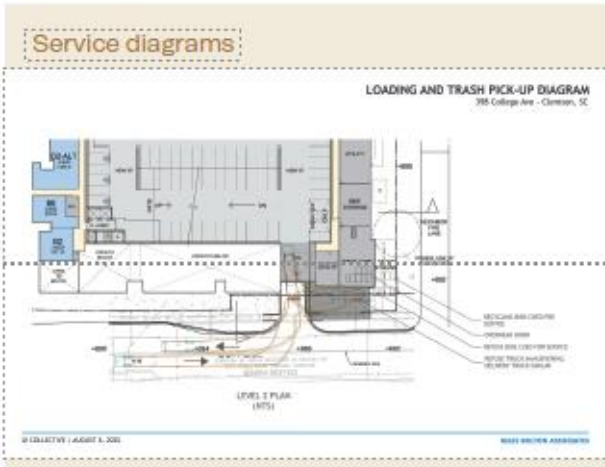
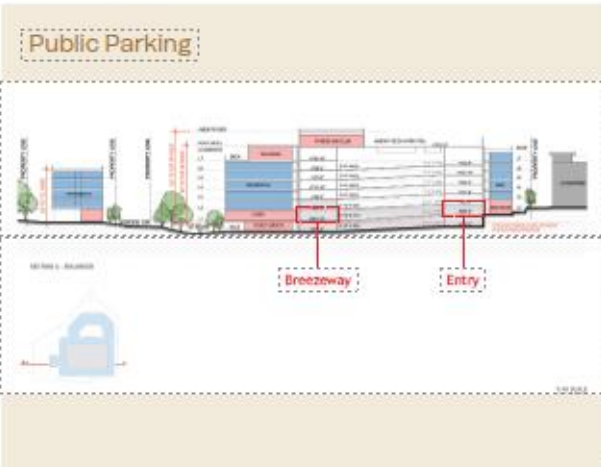
Update :

Circulation :



Public Parking :





Community Benefits:

- 150 Public Parking Spaces
- 9,400 SF Retail
 - 2,000 SF open day-care at award-winning Daydreamer Cafe
 - 7,000 SF for 3rd party retail
- Stream preservation
 - 1,000 LF of stream

Thank you!

300 College Avenue
Suite 200
Clemson, SC 29634
info@collective.com

Appendix

Project Metrics - updates

	North	South	North	South
Height	3 st.	7 st.	5/3 st.	7/5 st.
Beds	44	670	135	625
Resident Parking	36	335	10	380
Ratio	0.8	0.5	0.5 shared	
Retail	0	6400	3000	6400
Public Parking	0	150	0	150

Riggs Dr stepdown – Section C



Previous



Update



Material Board

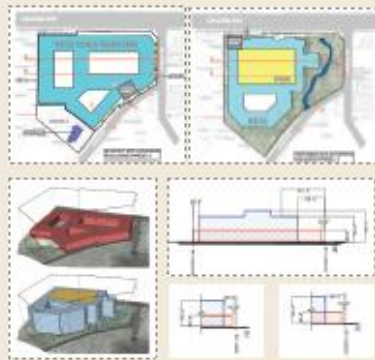


17 FEBRUARY 1, 2017 11:30 AM

3M COLLEGE AVENUE

Exhibits 7/23/25

Building Height / Density



- 150 parking spaces = 60k SF
- **By Right Comparison:**
- Gross Floor Area: 225k SF vs 250k SF (10% increase)
- Building Coverage: 60% vs 68% coverage (32% decrease)
- **Maintaining the same gross floor area (SF) within a smaller footprint will result in increased building height**
- Increased setbacks: Green space / buffers, Stream / tree preservation

Building Height / Density



SECTION B



SECTION C



• **Neighborhood setbacks:** 28' & 88'

• **Closest setbacks:** 124' & 93'

Building Height / Density



- **LV Proposed:** 239 beds/acre vs 69.4 units/acre
- **MCOA density:** 105 beds/acre vs 60.5 units/acre
- **HUB density:** 232 beds/acre vs 70.2 units/acre



College Ave Frontage in context

- Removal of street parking
 - Gateway monument sign
- 

Neighborhood character preservation



Rezoning of R-20 parcel



- Needed for precast garage - public parking spaces
- 304 Rigs used mainly as buffer + rapid growing species
- 93' from closest residence

- ### Stormwater Collection/Accessibility
- 2000 Edgewood / College Ave. Box Culvert - \$191,000
 - 2024 American Rescue Plan Act Project - \$53,000 done in tandem with Sewer Rehab.
 - 2025 - 2026 Rigs Dr. Stormwater and Sidewalk - \$200,000 estimated
- Total Invested - \$444,000**

Stormwater / Environmental Protection



Environmental Protection

- Kimley Horn - subject matter experts
- Intense Due Diligence phase 01/25 - 5/25
- Heavily regulated process with Army Corps of Engineer
- 401/404 Permit - 6 months
- 408 Permit - 4 months

Stormwater / Environmental Protection



Traffic

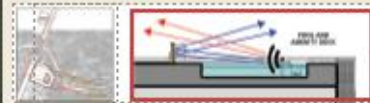


- All vehicular access from College Ave. (Public, Resident, Service)
- Removal of public parking spaces from Rigs Dr.
- "Residents only" in Neighborhood monument sign

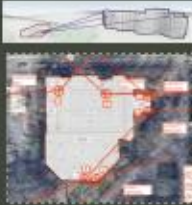


Rooftop Noise + Sightlines

- Rooftop amenity not visible from neighborhood
- Sound barrier reflects sounds up and out towards College Ave.



Privacy



Drone views from top floor

- Limited sightlines due to large canopy trees.
- 103 Riggs Dr. backyard views blocked

Pedestrian Safety



Riggs Dr.

- New public sidewalks
- Riggs street parking removed

College Ave.

- New streetscape
- Outdoor dining / street activation

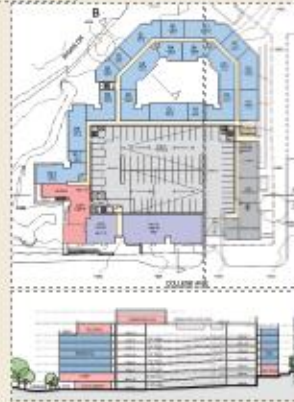
Parking



Resident Parking

- Ratio: 0.5 / bed
- Distance to Tilman Hall: 5 miles (10 min walk)
- Tilman to commuter lots: 7 Miles (15 min walk avg)
- 357 - 714 daily trips removed from streets

Parking



Public Parking

- 150 public parking spaces - \$2.7MM cost
- Breezeway connection to public sidewalk
- 3 lower lvl - public parking
- 5 upper lvl - residents only

Commercial Space

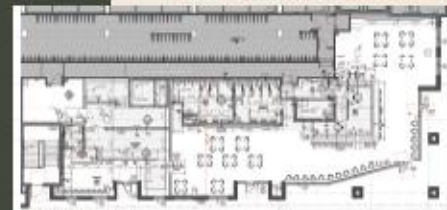
- Marketable dimensions: 42' Deep + 10' Outdoor 10' Clear height
- Space includes hood infrastructure, grease interceptors, restrooms, etc.
- "This delivery condition is essential for operators who are smaller in nature and are less able to take 'cold shear' / eat generative space. By significantly reducing the upfront capital expenditure for smaller, local businesses it makes the space more accessible and lowers the barriers to entry."



Commercial Space

Example project

- Victory Lap Columbus
- 42' Deep bay
- 4,000 SF Bar
- 1,000 SF Pizza concept



Attachment #3

Summary of Written Comments

Allen and Kathy Hodges, 100 Strode Circle, Clemson, expressed concerns with the project, and felt the workshop was productive and pleased the BAR will be involved in future PD Planning workshops.

Bob Healey, 104 Folger Street, Clemson, questioned the term 'back of the house' used in the presentation for the 201 Pine Street project; Mr. Tyler noted that the email had gotten mixed in with the 398 College comments by mistake, but stated that square footage not visible to the public is considered back of the house square footage.

Ms. Cheryl Combs, 101 Riggs Drive, Clemson, expressed worries about the impact the 398 College PD would have on parking and infrastructure in the city.

Ms. Eva Henry, 234 Riggs Drive, Clemson, stated concern with parking; Mr. Tyler noted that Ms. Eva Henry's comments had been read before and should have been included with the 201 Pine Street packet.

Ms. Martha Erving, 108 Riggs Drive, Clemson, said she opposed the proposed development; Mr. Tyler noted that her comments were received prior to the workshop held on August 5, 2025.

Ms. Shannon Sharkey, 101 Poole Lane, Clemson, noted her concern regarding the impact the development will have on the community.

Mr. Nathan Clark, 219 Kings Way, Clemson, stated opposition to both the 398 College Avenue and Pine Street planned developments.

Ms. Shelley Geer, 204 Willow Street, Clemson, requested the Planning Commission delay consideration of the planned development and see the impact from the existing projects under construction.

Allen Grubb, 116 Riggs Drive, Clemson; Mr. Tyler noted failure to receive Mr. Grubb's message sent through the MyCivic application.

Beth Poole, 209 Knollwood Drive, Clemson, requested the Commission slow down with approving more student-housing developments and instead plan more for traditional residential.

Lee Morrissey, 309 Oak Street, Clemson, stated concerns with high density development, and stated opposition to both the 398 College Avenue and 201 Pine Street developments.

Martha Ervin, 108 Riggs Drive, Clemson, requested no more high-density development be approved.

Nathan Clark, 219 Kings Way, Clemson, expressed similar concerns as sent in earlier.

Sheila Hogan, 210 Brook Street, Clemson, noted concerns with the impact that both of the proposed developments would have, and requested the Commission deny the requests.

Ms. Shelley Geer, 204 Willow Street, Clemson, expressed concerns similar to her earlier comments.

Mr. Fran McGuire, 163 Rippleview Drive, Clemson, noted concerns regarding the impacts of the two proposed developments.

Attachment #4
City Code of Ethics and Conduct

City of Clemson
Code of Ethics and Conduct
For Elected and Appointed Officials

Policy Purpose

The City of Clemson adopts this Code of Ethics and Conduct for Elected and Appointed Officials to assure that all officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of Clemson's City government.

A. ETHICS

The citizens and businesses of Clemson are entitled to have fair, ethical, and accountable local government. To this end, the public should have full confidence that all officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial, and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, Members of any Council, Boards, Committees, or Commissions ("Member/Members") shall conduct themselves in accordance with the following ethical standards:

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, Members will work for the common good of the people of Clemson and not for any private or personal interest. Members will assure fair and equal treatment of all persons, claims, and transactions coming before them.

2. Comply with both the spirit and the letter of the Law and City Policy. Members shall comply with the laws of the United States, the State of South Carolina, and the City of Clemson in the performance of their public duties.

3. Conduct of Members. The professional and personal conduct of Members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, including personal charges or verbal attacks upon the character or motives of other Members, the staff, or the public.

4. Respect for process. Members shall perform their duties in accordance with the processes and rules of order established by the City Council. Members shall respect all official decisions.

5. Conduct at Public Meetings. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. In order for a Board, Committee or Commission to be effective and efficient, and to accomplish its purpose, its members must be actively involved and attentive to the business of the body. Therefore, members shall make every effort to attend all meetings.

6. Decisions Based on Merit. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (decisions where the Member is called upon to determine and apply facts applicable to an individual case), Members shall maintain an open mind until the conclusion of the hearing on the matter, and shall base their decisions on the facts presented at the hearing and the law.

7. Communication. For adjudicative matters pending before the body, Members shall have and consider the same information when making decisions. Members shall refrain from receiving information outside of an open public meeting or the agenda materials, except on advice of the City Attorney. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.

8. Confidential Information. Members must maintain the confidentiality of all written materials and verbal information provided to Members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

9. Conflict of Interest. Members who may have a conflict of interest regarding a decision shall disclose the matter to the City Clerk and file a recusal statement. If the member is uncertain about an issue being a conflict of interest, they shall consult with the City Attorney to determine the potential conflict. If advised by the City Attorney to seek advice from the State Ethics Commission or other appropriate agency, a Member shall not participate in a decision unless and until they have diligently pursued and received advice allowing their participation. The Member shall provide the City Clerk and the City Attorney a copy of any written request or advice, and conform his or her participation to the advice given.

10. Advocacy. Members shall represent the official policies or positions of the City Council to the best of their ability when designated as representatives for this purpose. When presenting their individual opinions and positions, Members shall explicitly state they do not represent the City of Clemson, nor will they allow the inference that they do. Members have the right to personally endorse candidates for all Council seats or other elected offices, noting that it is inappropriate to mention or display endorsements during any City meetings.

11. Policy Role of Members. Members shall respect and adhere to the council-form of City government as outlined in the Clemson City Code. In this structure, the City Council determines the policies of the City with the advice, information, and analysis provided by City Staff, Boards,

Committees, Commissions, and the public. Except as provided by City Code, Members shall not interfere with administrative functions of the City or the professional duties of City Staff; nor shall they impair the ability of Staff to implement Council policy decisions.

12. Independence of Boards, Committees, and Commissions. Because of the value of the independent advice of Boards, Committees, and Commissions to the public decision-making process, Members of Council shall refrain from using their position to influence the deliberations or outcomes of Board, Committee, and Commission proceedings and shall refrain from attending or participating in their meetings. Unless deliberating an agenda item during a meeting, Members of Boards, Committees, and Commissions shall refrain from speaking out against or in favor of matters that are being deliberated by their Board, Committee, or Commission to ensure due process and objectivity.

13. Positive Work Place Environment. Members shall support the maintenance of a positive and constructive work environment for City employees, and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

B. CONDUCT

The Conduct Guidelines are designed to describe the manner in which elected and appointed officials should treat one another, City staff, constituents, and others they come into contact with while representing the City of Clemson.

Elected and Appointed Officials' Conduct with Each Other

(a) Honor the role of the Chair in maintaining order

It is the responsibility of the Chair to keep the comments of Members on track. Members should honor efforts to focus discussions on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason.

(b) Practice civility and decorum in discussions and debate

Difficult questions, challenges to a point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy. Free debate, however, does not justify impertinent, personal, slanderous, threatening, or disparaging comments.

(c) Avoid personal comments that could offend

If a Member is offended by the remarks of another Member, the offended Member should make notes of the words used and call for a "point of personal privilege" that challenges the other to justify or apologize for the language used. The Chair will maintain control of this discussion.

(d) Demonstrate effective problem-solving approaches

Members have the responsibility to show how individuals with disparate points of view can find common ground and seek compromise that benefits the community.

Elected and Appointed Officials' Conduct with the Public

(a) Be welcoming to speakers.

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) Be fair and equitable in allocating public hearing time.

The Chair will announce limits on speakers at the start of the public hearing process, as set by the governing body.

(c) Practice active listening.

It is disconcerting to speakers for Members not to look at them when they are speaking. It is fine to look at documents or to make notes. Members shall be conscious of facial expressions, and avoid those that could be interpreted as disrespectful (smirking) anger, or boredom.

(d) Maintain an open mind.

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(e) Ask for clarification, but avoid debate and argument.

Only the Chair can interrupt a speaker during a presentation. However, a Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Member finds disturbing.

Elected and Appointed Officials' Conduct with City Staff

(a) Treat all staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) Do not disrupt City staff from their jobs.

Members should not disrupt City staff while they are engrossed in performing their job functions in order to have their individual needs met. Do not attend staff meetings unless explicitly requested by staff.

(c) Never publicly criticize employees.

Members should never express concerns about the performance of City employees in public, to the employees directly, or to the employee's manager. Concerns or comments about staff performance should only be shared with the City Administrator through private conversation.

(d) Do not get involved in administrative functions.

Members acting in their individual capacity must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of applications, or granting of City licenses and permits.

(e) Do not solicit political support from staff.

Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

C. SANCTIONS

(a) Ethics Training for Elected Officials

Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or subcommittees and may be subject to sanctions.

(b) Behavior and Conduct

The Clemson Code of Ethics and Conduct expresses standards of ethical conduct expected for Members of the City Council and other appointed positions. Members have the primary responsibility to assure that ethical standards are understood and met, and that the public can have full confidence in the integrity of government. Members have the additional responsibility to intervene when actions of Members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Clemson and with intergovernmental agencies), or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Witnessing Members should point out to the offending Member any perceived infractions of the Code of Ethics and Conduct. If the offenses continue, the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being questioned, the matter should be referred to the Mayor Pro Tem. It is the responsibility of these leaders to initiate action if a Member's behavior may warrant sanction. If no action is taken by the Mayor/Mayor Pro Tem, then the alleged violation can be brought to the full Council.

D. IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for Members expected by the City. It therefore becomes most effective when Members are thoroughly familiar with it and embrace its provisions.