

**AGENDA**  
**PLANNING COMMISSION**  
**City of Westminster**

**Monday, November 17, 2025**

**6:00PM**

**Regular Meeting**

**Westminster City Hall**

**100 E. Windsor St,**

**Westminster, SC 29693**

**Westminster Planning Commission**

**November 17, 2025 Meeting**

**6:00pm- City Hall**

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Certification of Quorum**
- 4. Comments from Staff**
  - **Next Planning Commission Meeting (Proposed): January 19, 2025**
  - **Discussion: 2026 Planning Commission Dates (Proposed third Monday of each month, to be approved in January 2026)**
  - **Misc./Other**

**Routine Business**

- 5. Consideration of Minutes from October 20, 2025 Planning Commission Meeting.**

**New Business**

- 6. Public Hearing regarding rezoning of unaddressed parcel on Anderson Avenue (TMS # 530-12-01-010), owned by Jerry and Kathryn Smith from R-25 to R-20.**
- 7. Consideration of Zoning Amendment Application of unaddressed parcel on Anderson Avenue (TMS # 530-12-01-010), owned by Jerry and Kathryn Smith from R-25 to R-20.**

The City received a zoning amendment request from Jerry Smith (“Owner”) on October 9, 2025, requesting rezoning of his unaddressed property located on Anderson Avenue (16.6 AC, TMS # 530-12-01-010). The property primarily fronts Anderson Avenue and has an additional small frontage on Earl Holcombe Dr.

The applicant has indicated the desire to develop 28 new homes on the parcel if approved. The rezoning would allow for approximately 8 additional homes than if left at R-20. Every adjoining property is currently zoned as R-20.

The rezoning aligns with the Westminster Comprehensive Plan, specifically the call for new housing construction and development of undeveloped infill tracts.

Staff recommends approval.

**Old Business**

None.

- 8. Adjourn**

**City of Westminster**  
**MINUTES OF THE PLANNING COMMISSION**  
**October 20, 2025 6:00 pm**  
**Westminster City Hall**

The meeting was called to order at 6:00pm. In attendance were Sandra Powell, Ben Lewis, Lacey Moore and Charles Morgan.

Staff:

Assistant City Administrator, Regan Osbon  
City Clerk, Kiley Carter

**Call to Order**

Sandra Powell called the meeting to order at 6:00 pm.

**Invocation and Pledge**

Sandra Powell led the planning commission in the invocation and the Pledge of Allegiance.

**Certification of Quorum**

Kiley Carter certified a quorum.

**Comments from Staff**

Mr. Osbon explained that item #7 on the agenda was not properly listed. Upon a motion by Mr. Morgan and seconded by Mrs. Moore with all in favor, the commission accepted this as a Scrivener's error. Mr. Osbon explained that all procedures were properly followed for this property.

Mr. Osbon thanked everyone for completing their training for this commission.

Mr. Osbon announced that the next planning commission meeting is planned for November 17, 2025.

**Approval of Minutes**

Upon a motion by Mr. Lewis and seconded by Mrs. Moore, the motion to approve September 15, 2025, meeting minutes passed unanimously.

**New Business**

**Public Hearing regarding Annexation and Contingent Zoning Classification of 510 Marcengill Drive (TMS # 249-00-03-010), owned by Swapnil Chourasia.**

Mrs. Powell opened the public hearing.

Mr. Swapnil Chourasia expressed how he does not wish to be annexed in.

Mr. Duane Marcengill spoke on behalf of Swapnil Chourasia, expressing his concern regarding fairness of

the annexation process.

Mr. Osbon explained how this property is now contiguous and how annexation comes about.

Mrs. Powell closed the public hearing.

**Consideration of Annexation and Contingent Zoning Classification of 510 Marcengill Road (TMS # 249-00-03-010), owned by Swapnil Chourasia.**

There was much discussion about the benefits of getting annexed in and the annexation process.

Mr. Osbon explained that the purpose of this commission is to see if a property meets the letter of the law to recommend annexation to council.

Upon a motion by Mr. Lewis and seconded by Mrs. Moore the **motion to recommend the Annexation and Contingent Zoning Classification of 510 Marcengill Road (TMS # 249-00-03-010), owned by Swapnil Chourasia to City Council passed. The motion made note that it meets the letter of the law and procedures established by the City Council and Code.**

| Member |  | Motion | Vote |
|--------|--|--------|------|
| Powell |  |        | Yes  |
| Lewis  |  | Motion | Yes  |
| Brucke |  |        | Yes  |
| Moore  |  | Second | Yes  |
| Morgan |  |        | No   |

**The Planning Commission additionally expressed to staff they would like Commission’s concerns about the annexation ordinance is conveyed to City Council, and requests further clarification and future conversations with City Council.**

**Adjourn**

Upon a motion by Mrs. Moore and seconded by Mr. Lewis, the motion to adjourn the meeting at 6:51 pm passed unanimously.

(Minutes prepared by Kiley Carter)

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Sandra Powell, Chairperson



# ZONING AMENDMENT APPLICATION

Code Compliance and Development Office  
100 E Windsor St, Westminster, SC 29693-0399  
864-647-3200 x 105 [www.westminstersc.org](http://www.westminstersc.org)

### Notes and Instructions:

Zoning amendments should be consistent with the comprehensive plan. A pre-application meeting prior to submission of a zoning amendment application is recommended. The form below must be fully executed and signed by the property owner(s) and submission of the required information and application fee paid before the scheduling of a public hearing.

| APPLICATION & PUBLIC NOTICE INFORMATION  |  |                           |                         |
|--|--|---------------------------|-------------------------|
| APPLICATION DATE:  | <u>10/09/2025</u>  | ZA                        |                         |
| PUBLIC HEARING DATE:   | <u>11/17/2025</u>  | RECEIVED BY:              | <u>Reagan Osborn</u>    |
| PROPERTY POSTED DATE:  |  | FEE:                      | <u>\$250</u>            |
| PUBLICATION DATE:  |  | RECEIPT #:                | <u>Misc. 09738</u>      |
| SUBJECT PROPERTY INFORMATION   |  |                           |                         |
| STREET ADDRESS:  | <u>ANDERSON AVE.</u>                                     | TMS/PIN #:                | <u>530-12-01-010</u>    |
| DEED BOOK/PAGE #:  | <u>2003/302</u>  | PLAT BOOK/PAGE#:          | <u>A-851/7-8</u>        |
| SUBDIVISION NAME:  | <u>CLAIRE'S COTTAGES</u>                                 | BLOCK:                    |                         |
|  |  | LOT:                      |                         |
|  |  | AREA SQ. FT.              |                         |
| CURRENT ZONING:  | <u>R-25</u>  | PROPOSED ZONING:          | <u>R-20</u>             |
| OWNER(S) OF RECORD   |  |                           |                         |
| OWNER(S) NAME:   | <u>JERRY L. SMITH</u>                                    |                           |                         |
| MAILING ADDRESS:   | <u>319 ANDERSON AVE</u>                                  | PHYSICAL ADDRESS:         | <u>319 ANDERSON AVE</u> |
| HOME PHONE:  |  | WORK PHONE:               | <u>864-647-1233</u>     |
|  |  | CELL PHONE:               | <u>864-903-1792</u>     |
| EMAIL:   | <u>hbl@moonsmmedical.com / DLKEATON@MOONSMEDICAL.COM</u> |                           |                         |
| <p>I (We) certify that the information submitted is true and accurate; there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested.</p> <p><input type="checkbox"/> I (We) appoint the below named person as my (our) agent to represent me (us) in this request for zoning amendment.</p> |  |                           |                         |
| DATE:  |  | OWNER(S) SIGNATURE        |                         |
| OWNER(S) AGENT/DESIGNEE  |  |                           |                         |
| AGENT NAME:  |  |                           |                         |
| MAILING ADDRESS:   |  | PHYSICAL ADDRESS:         |                         |
| HOME PHONE:  |  | WORK PHONE:               |                         |
|  |  | CELL PHONE:               |                         |
| EMAIL:   |  |                           |                         |
| DATE:  |  | AGENT/DESIGNEE SIGNATURE: |                         |

DESCRIPTION OF REQUEST (Answer all questions under this section)

A. Describe the existing uses of the subject property and the existing site improvements, buildings, and activities:

CURRENTLY WOODED PROPERTY. NO EXISTING BUILDINGS OR STRUCTURES.

B. Describe the proposed uses of the subject property and the proposed site improvements, buildings, and activities:

TO TURN INTO RESIDENTIAL HOUSING SUBDIVISION.

C. Describe the existing land use and zoning district classification of all abutting properties:

CURRENTLY ZONED AS R25. ALL NEIGHBORING PROPERTIES ARE ZONED R20. WE WOULD LIKE THIS PROPERTY ZONED AS R20 AS WELL.

D. Describe how the existing conditions have changed making the request valid:

ZONING CHANGE WOULD ALLOW US TO BRING IN + BUILD APPROX. 28 NEW HOMES INSTEAD OF ONLY 20 AT R25.

E. Describe how the proposed amendment will answer the changes of conditions:

SAME AS ABOVE.

F. Describe how the proposed amendment furthers the objectives of the comprehensive plan:

IT WOULD ALLOW FOR APPROX 8 MORE HOMES TO BE BUILT.

SUBMITTAL CHECKLIST

PRE-APPLICATION CONFERENCE

Date:

SITE PLAN – (1"=20' Scale or larger) showing boundaries, buildings, site-improvements with setbacks for each.

ELEVATIONS if new construction or addition.

TRANSPORTATION ANALYSIS, if requested.

CONCEPTUAL MASTER PLAN, if request.

ADDITIONAL INFORMATION, if requested.

OTHER:



STATE OF SOUTH CAROLINA )

COUNTY OF OCONEE ) ORDINANCE #01-XX-2026-01

CITY OF WESTMINSTER )

**AN ORDINANCE TO REZONE A CERTAIN PARCEL IN THE CITY OF WESTMINSTER FROM R-25 (ONE-FAMILY RESIDENTIAL) TO R-20 (ONE-FAMILY RESIDENTIAL).**

**WHEREAS** certain unaddressed property in the City of Westminster on Anderson Avenue and further identified by Oconee County Tax # 530-12-01-010 is currently owned by Jerry and Katheryn Smith, and

**WHEREAS**, the property is currently zoned as R-25 (Residential-25), and

**WHEREAS**, City of Westminster Zoning Code directs the Planning Commission to make a recommendation to City Council, and

**WHEREAS**, the City of Westminster Planning Commission hosted a public hearing to consider the Zoning Amendment on November 17, 2025, and

**WHEREAS**, the Planning Commission evaluated the rezoning in accordance with the guidelines of City Code and recommends the parcel be rezoned to R-20 (Residential-20), and

**WHEREAS**, the City Council met in order to consider the recommendation from the Planning Commission and has concurred with the recommendation.

**NOW THEREFORE BE IT ORDAINED** by the governing body of the City of Westminster in Council duly assembled and by the authority of the same:

That the boundaries of the zoning districts as indicated on the Official Zoning Map of the City which is part of the Westminster Zoning Code, be amended to reflect that the parcel identified as Oconee Tax Map #530-12-010-01-010 be rezoned from R-20 Single-Family Residential to R-25 Single-Family Residential.

**APPROVED**, this XX day of January, 2026.

\_\_\_\_\_  
Brian Ramey, Mayor

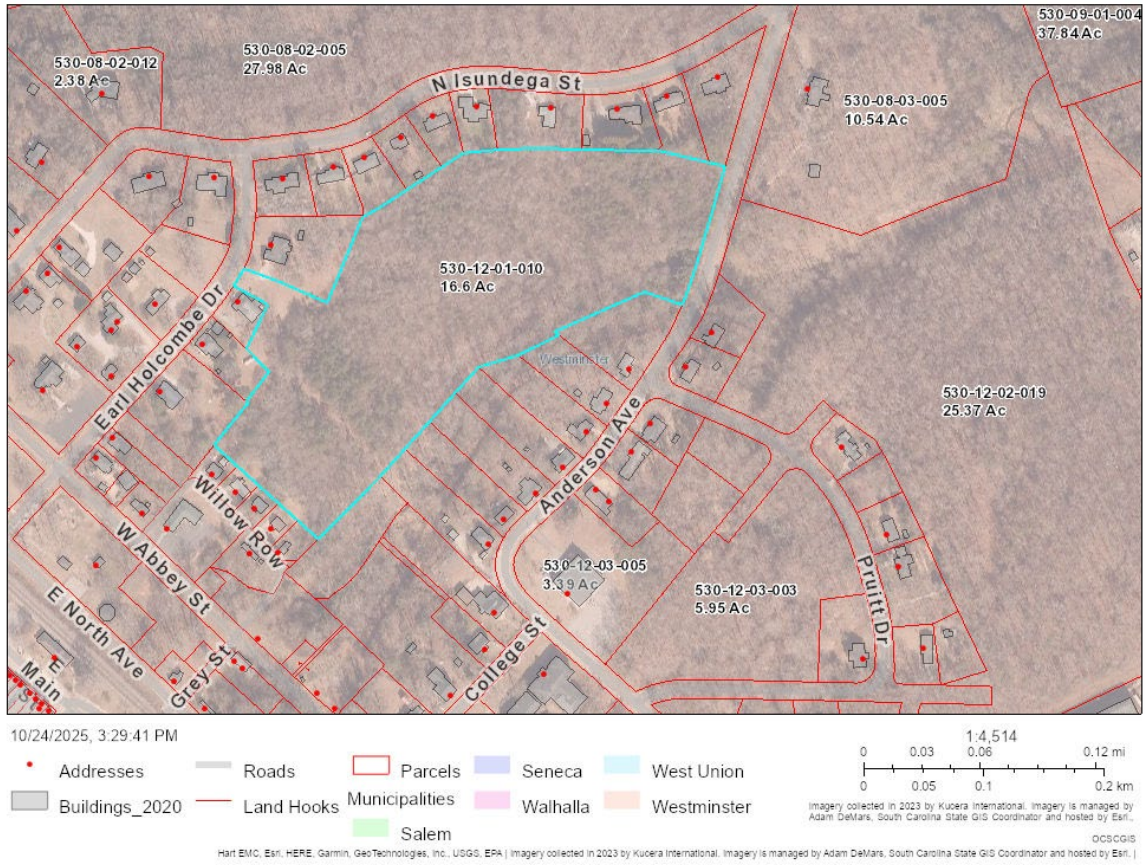
First Reading: December 9, 2025

\_\_\_\_\_  
Kiley Carter, City Clerk

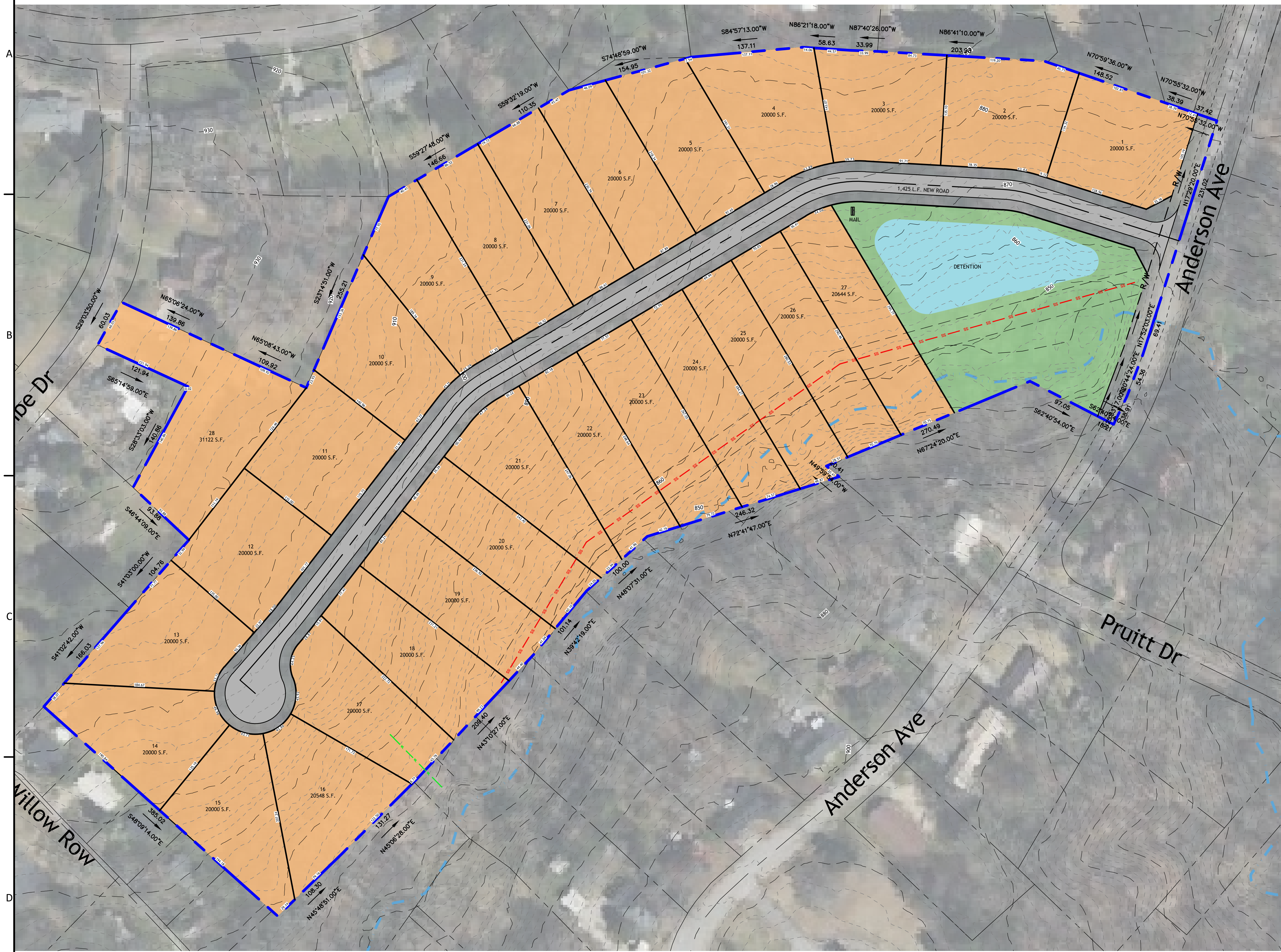
Second Reading: January XX, 2026

# EXHIBIT A

## Anderson Avenue TMS 530-12-01-010



TMS # 530-12-01-010



| NO. | DATE | BY | REVISION |
|-----|------|----|----------|
| A   |      |    |          |

**Gray Engineering**  
 132 PILGRIM ROAD - GREENVILLE, SC 29607  
 PH: 864.636.7474  
 WWW.GRAYENGINEERING.COM

STAKEOUT PLAN  
**ANDERSON AVE. SUBDIVISION**

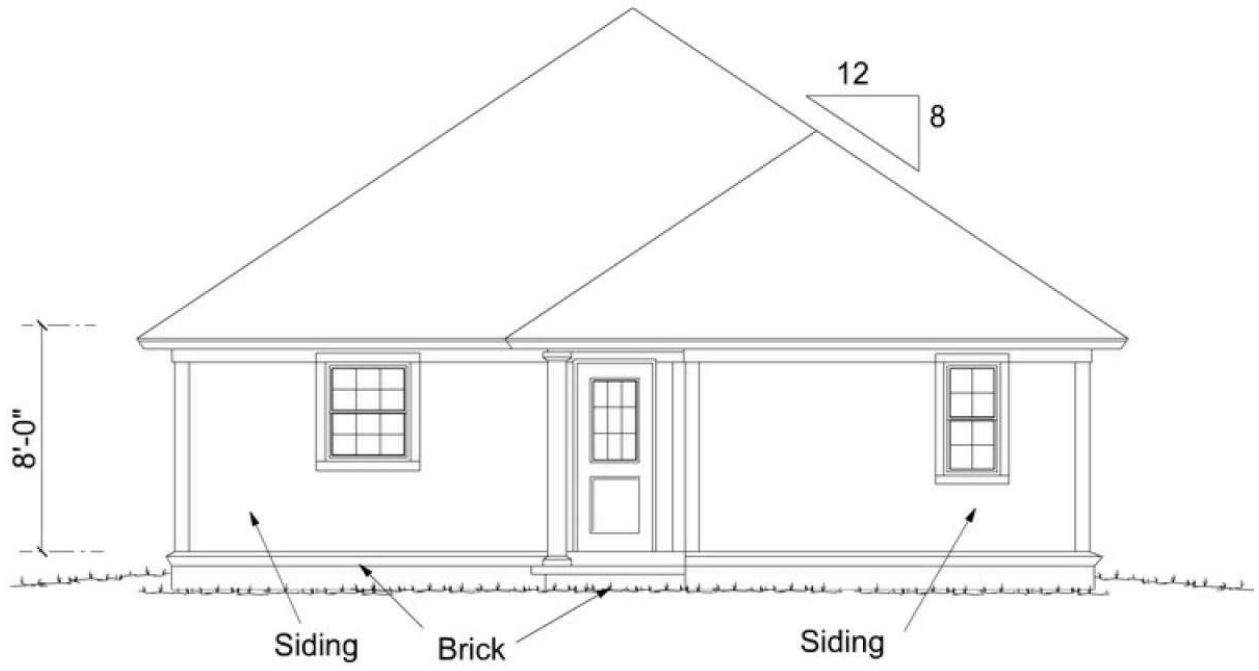
ANDERSON AVE.  
 OCONEE COUNTY, SC

SCALE: 1" = 60'

|                        |                        |
|------------------------|------------------------|
| <b>SITE DATA:</b>      |                        |
| TAX MAP #s:            | 530-12-01-010          |
| COUNTY / MUNICIPALITY: | OCONEE COUNTY          |
| SITE ACREAGE:          | 16.6                   |
| CURRENT ZONING:        | ASSUMED REZONE TO R-20 |
| <b>LAYOUT DATA:</b>    |                        |
| NEW LOTS / UNITS:      | 28                     |
| LOT / UNIT SIZE:       | 20,000 SF MIN.         |
| NEW ROAD / DRIVE:      | 1,440 L.F.             |

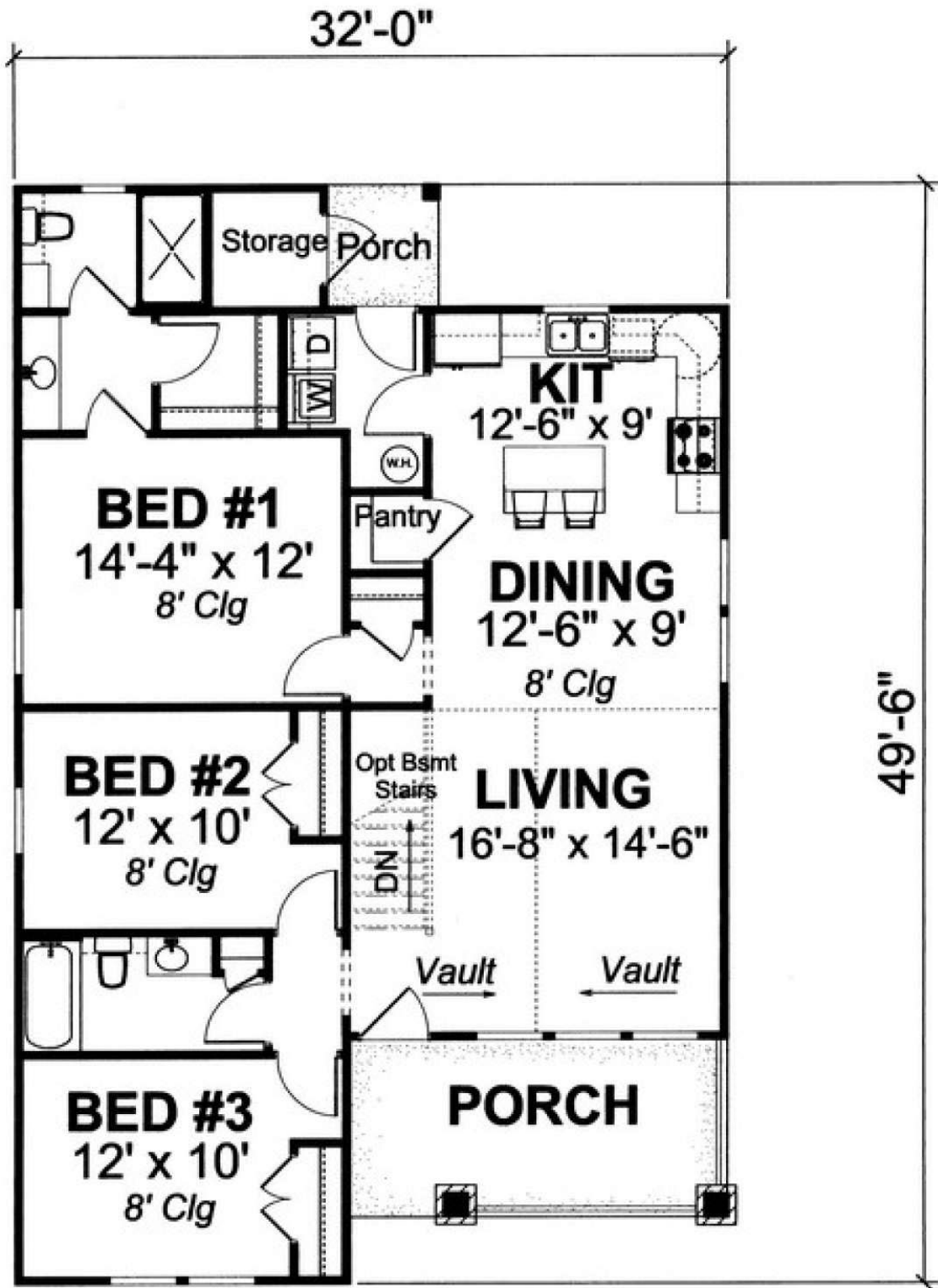
SHEET  
**CV-1**





# REAR ELEVATION

1/8" = 1'-0"





*Together We Grow*

Reagan Osbon  
Assistant City Administrator  
City of Westminster, SC  
PO Box 399  
Westminster, SC 29693

October 30, 2025

Property Owner,

Your property is adjacent to a 16.6 Acres parcel owned by Jerry Smith. The property is located on Anderson Avenue with access to Earl Holcombe Drive. The unaddressed parcel is Oconee County Tax Map Number 530-12-01-010. The City of Westminster received a rezoning application for the property, which will be considered by the City of Westminster Planning Commission on November 17, 2025. During the meeting, the Planning Commission will host a public hearing at which members of the public are allowed to speak on the matter.

The Planning Commission of Westminster, S.C. will hold a public hearing at 6:00pm on November 17, 2025, at Westminster City Hall, located 100 E. Windsor St, Westminster, SC 29693, on the following proposed amendment to the zoning ordinance and/or zoning map:

- 1) Rezoning Application No. 2025-03, changing the zoning district designation for properties owned by Jerry and Kathryn Smith at unaddressed parcel between Anderson Avenue and Earle Holcombe Drive, Tax Map No. 530-12-10-010. The properties are considered for rezoning from R-25 to R-20.

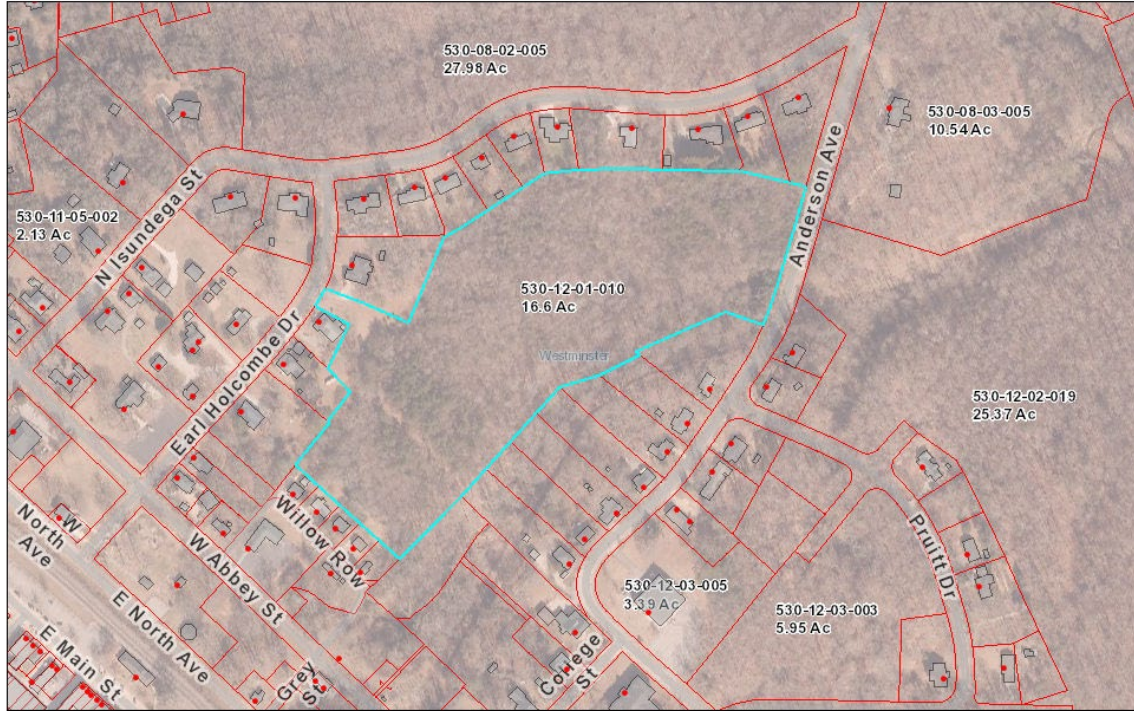
Documents related to the amendment request are available for public inspection in the office of the zoning administrator at 100 E Windsor St, Westminster, SC 29693. Questions can be directed to Assistant City Administrator Reagan Osbon at [rosbon@westminstersc.org](mailto:rosbon@westminstersc.org).

Respectfully,

A handwritten signature in black ink that reads "Reagan Osbon".

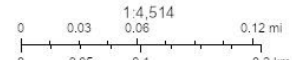
Reagan Osbon  
Assistant City Administrator

REZONING TMS 530-12-01-010



10/30/2025, 2:36:22 PM

- Addresses
- ▬ Roads
- ▭ Parcels
- ▭ Seneca
- ▭ West Union
- ▭ Buildings\_2020
- ▬ Land Hooks
- ▭ Municipalities
- ▭ Walhalla
- ▭ Westminster
- ▭ Salem



1:4,514  
Imagery collected in 2023 by Kubera International. Imagery is managed by Adam DeMars, South Carolina State GIS Coordinator and hosted by Esri.

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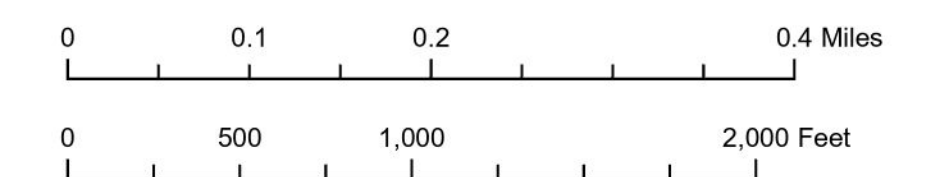
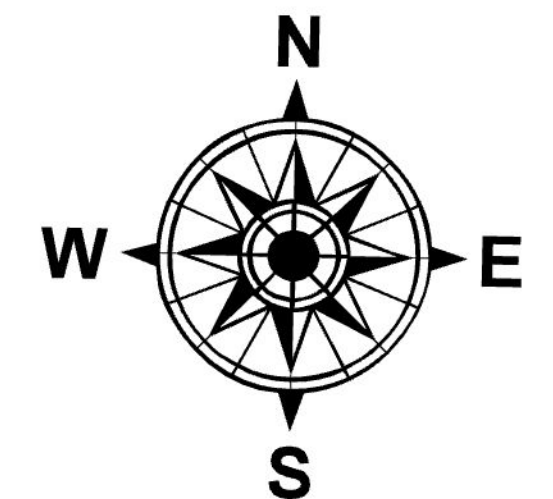
# City of Westminster



## ZONING

|  |   |
|--|---|
|  CC |  MFR |
|  G1 |  NC  |
|  G2 |  PUD |
|  G3 |  R15 |
|  G1 |  R20 |
|  GR |  R25 |
|  HC |  RMF |
|  LI |   |

OCSCGIS Orthoimagery: 1Q2023 05 July 2024



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