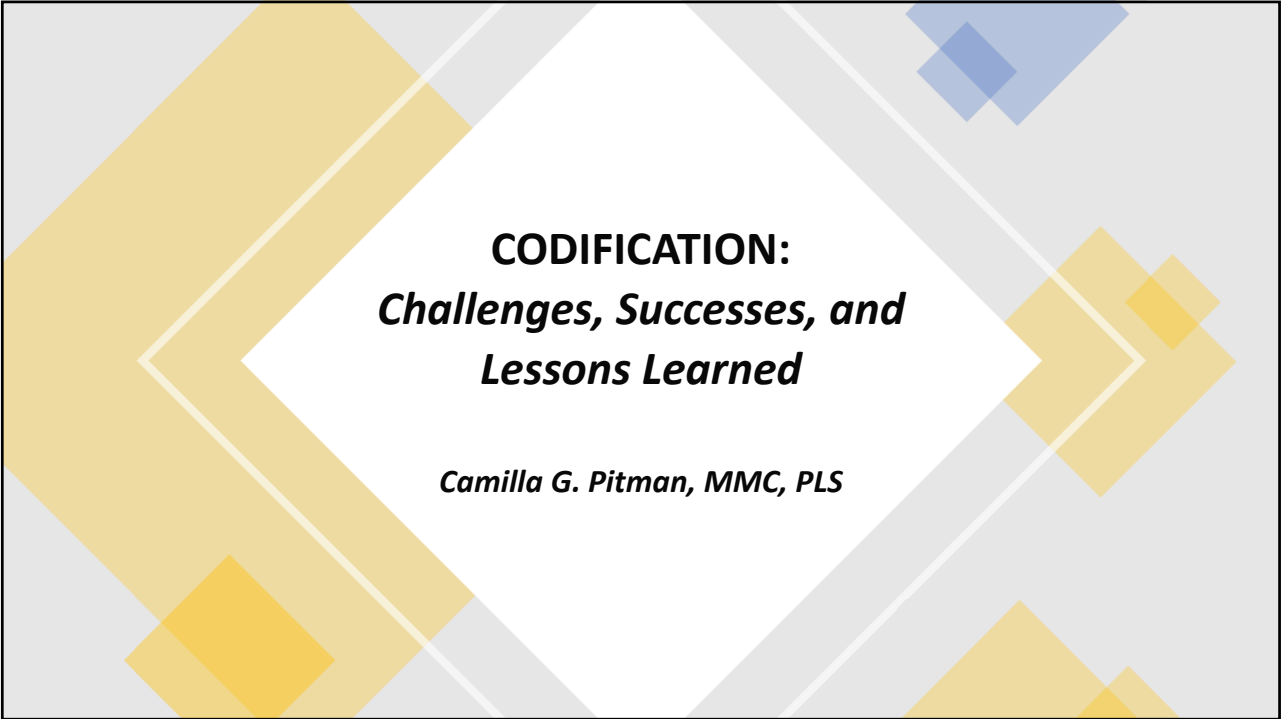




CODIFICATION: *Challenges, Successes, and Lessons Learned*

Camilla G. Pitman, MMC, PLS

1



QUESTIONS

1. How many of you have a Code of Ordinances?
2. How many of you do not have a Code of Ordinances?
3. How many of you are considering whether to pursue codification or recodification?

2



QUESTIONS

4. How many of you supplement your Code of Ordinances and what timeline do you use for supplementing? (e.g. Quarterly / Bi-Annually / Annually / As needed)
5. How many of you have participated in recodifying your Code of Ordinances? How many times?
6. How many of you have codified/recodified your Code of Ordinances in the past 10 years?

3



Education . . .

What is a Code of Ordinances?

A collection of current general and permanent legislation consolidated into one book or book chapters organized by topics and/or departments. A Code of Ordinances serves as an easy-to-use reference tool for a municipality, county, or similar governmental entity.

Purpose . . . The collective legislation provides for current municipal policies, regulations, and directives for use in conducting business and maintaining consistencies within the municipality.

(i.e. Reference Book that provides answers and directives.)

4

Education . . .



What information is included in a Code of Ordinances?

Officials List	Traffic and Vehicles
General Provisions	Parks and Recreation
Administration	Municipal Court
Elections	Solid Waste
Boards and Commissions	Utilities
Department procedures	Land Management
Fee Schedule	Zoning
Comparative Table	Permitting
State Law Reference Table	Businesses

5

Education . . .



What is codification?

- a. The act, process or result of arranging a systematic form or code.
- b. The reducing of unwritten customs or case law to statutory form.

It is the process of consolidating general and permanent legislation, then organizing it into a code of ordinances with legislation organized by topic/title and/or by department.

- a. Law: The act, process, or result of stating the rules and principles applicable in a given legal order to one or more broad areas of life in this form of code. (local, state, federal)

6

Education . . .




How Ordinance Codification Works

As cities and towns make local laws by enacting ordinances, they systematically identify those ordinances by title and, in most cases, ordinance number. But over time, as the volume of enacted ordinances increases, it may become hard to research and find local laws on a given subject. All levels of government face the challenge of organizing the laws that have been enacted through the years.

The solution is "codification" — the process of collecting, organizing, and indexing all of the applicable local laws.

In fact, SC Code Section 5-7-290 requires codification of municipal ordinances: "Each municipal council shall provide by ordinance for the codification and indexing of all ordinances, either typewritten or printed, and the maintenance of ordinances in a current form reflecting all amendments and repeals."

The resulting document is called the city or town code of ordinances.

For cities and towns that have never codified their ordinances, the first step is to gather all existing ordinances enacted by the city. The clerk or other official will then review all ordinances and determine whether each ordinance remains effective and in what form, since some may have been repealed or amended. Next, the clerk or official will organize the operative ordinances into categories, assign article and section numbers to them, and publish them in a single, indexed volume.

Once the initial code of ordinances is published, the city or town may keep it updated by periodically repeating the process, but only going back to the last codification date. The clerk or official will need only to review those ordinances and either add them in an appropriate place to the code, for new laws, or revise existing language in the code for laws that amend prior ordinances.

Most cities and towns use a codification service like Municode or American Legal Publishing. Although hiring a professional service can be expensive, the expertise and experience of the codification companies can be a valuable and time-saving tool.

Uptown January 2024 **7**

7

Education . . .



What is re-codification?

The updating of an existing code including but not limited to inconsistencies, duplicated language and topics, grammatical and formatting issues, and conflicts of law with state and federal law. Process . . .

- a. An attorney of law from your state and hired by the codifier reviews the Code of Ordinances offering suggestions and recommendations for proposed amendments.
- b. An updated Code of Ordinances is produced including any agreed upon recommendations and updated amendments passed by Council during the review process, thereby creating a new publication.
- c. NOTE: Supplements are not the same as recodification.

8

My story of codification . . . June 1995



9

My story of codification . . . March 2007



10

2014 Recodification Timeline



2013 . . .

- | | |
|-------------|--|
| May 10 | Received letter providing recodification process, costs, and programs offered with codifier |
| July 24 | Executed Agreement of Services with codifier |
| August 13 | Received contact from codifier requesting feedback on formatting code pages and type of book |
| August 19 | Received contact from codifier's attorney introducing himself and explaining the process of reviewing the code and providing recommendations |
| November 15 | Received contact from attorney assigned to review the code. |

11

2014 Recodification Timeline



2014 . . .

- | | |
|---------------------------------|--|
| June | Received contact from codifier's attorney providing recommended changes and amendments (<i>*side note</i>) |
| August | Scheduled a date for discussing changes and amendments |
| September 29 | Conducted conference call with codifier's attorney and city attorney to discuss recommended changes and amendments |
| October
November
December | Conducted conversations with departments affected by proposed recommendations |

12

2014 Recodification Timeline



2015 . . .

January
February
March

Continued contact by email with codifier's attorney regarding requested changes

June 22

Ordinance approved adopting and enacting the 2014 Code of Ordinances of the City of Greenville

Ordinance No. 2015-59 to adopt and enact a new Code of Ordinances of the City of Greenville, providing for the repeal of certain Ordinances not included therein, providing a penalty for the violation thereof, providing for the manner of amending such code, and providing when such code and this Ordinance shall become effective

13

1. Advantages/Disadvantages in having a Code of Ordinances?



14



2. Advantages/Disadvantages in recodifying your Code of Ordinances?

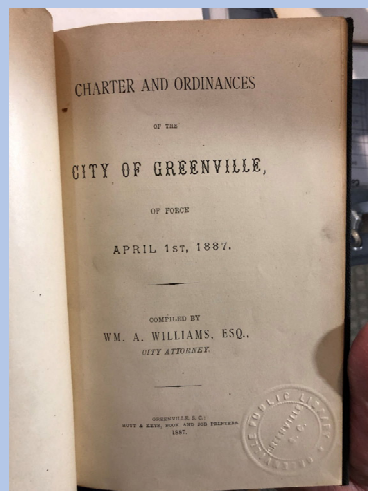


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City of Greenville Charter and Ordinances – 1887

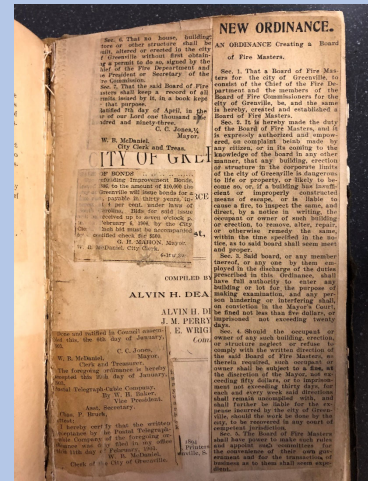
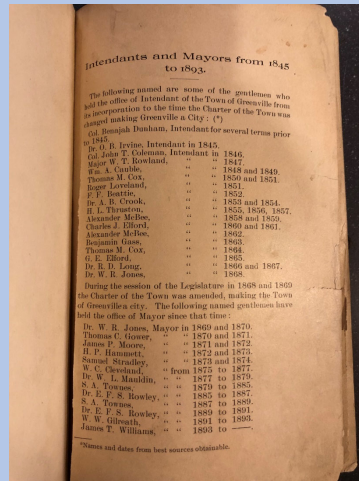
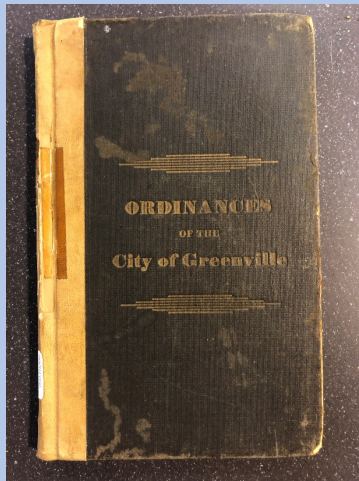
(Compiled by City Attorney William A Williams; Hoyt & Keys, Book and Job Printers, Greenville)



16

City of Greenville Charter and Ordinances – 1893

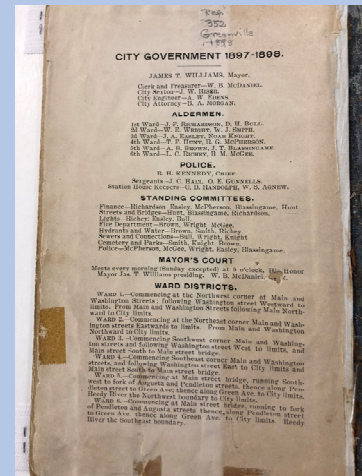
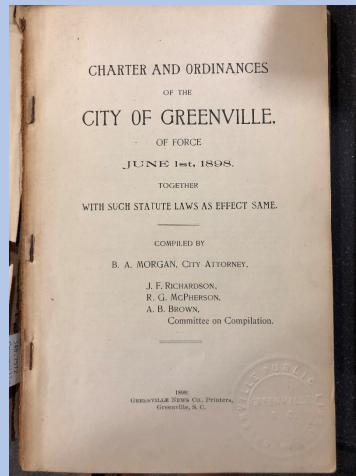
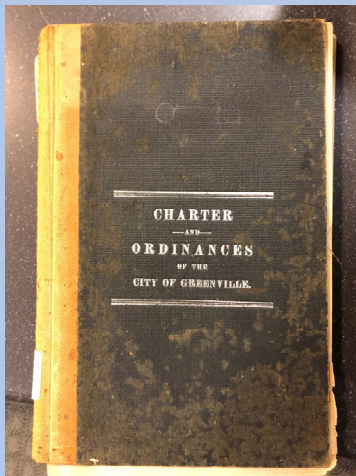
(Compiled by Aldermen Alvin H. Dean, J.M. Perry, and W.E. Wright);
Printed in Greenville)



17

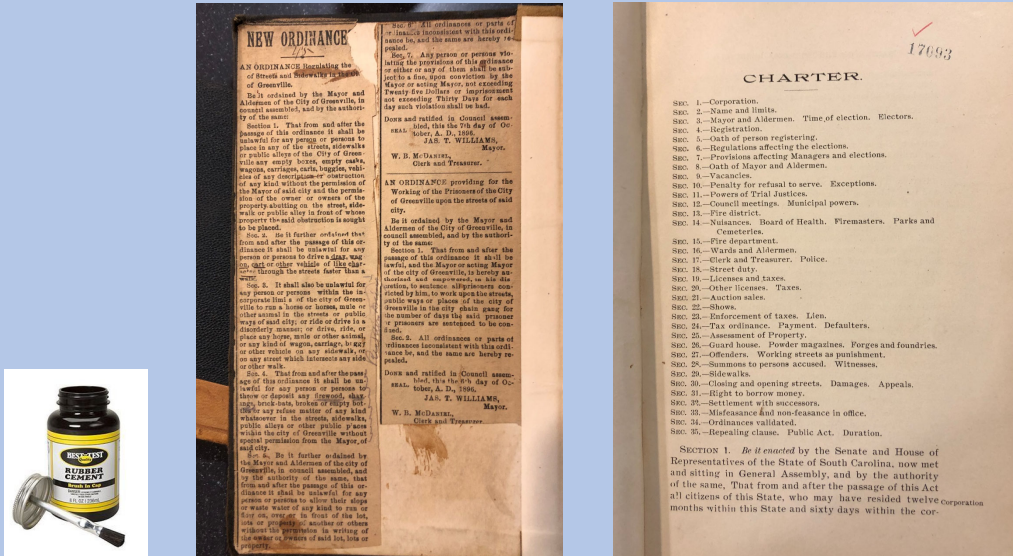
City of Greenville Charter and Ordinances – 1897-1898

(Compiled by City Attorney B.A. Morgan; Printed by Greenville News Co. Printers)



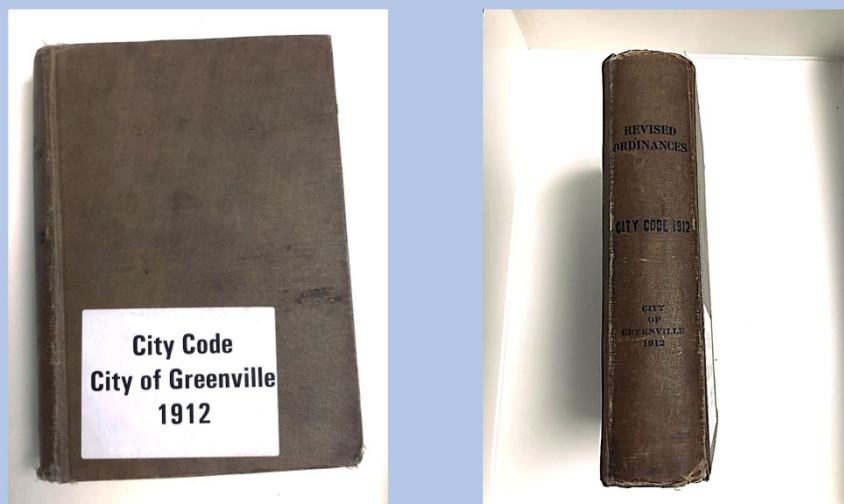
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City of Greenville Charter and Ordinances – 1897-1898 (continued)



19

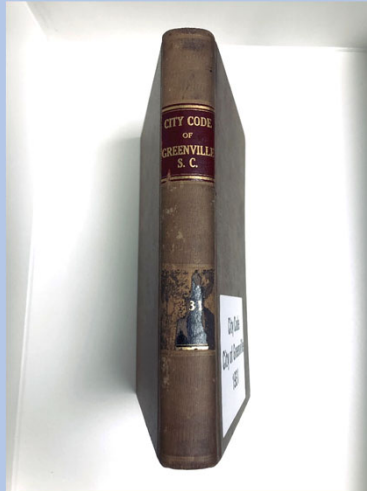
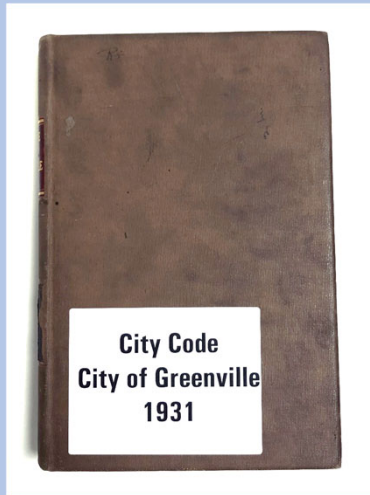
City of Greenville City Code – 1912 (Prepared by City Attorney L.O. Patterson, Greenville)



20

City of Greenville City Code – 1931

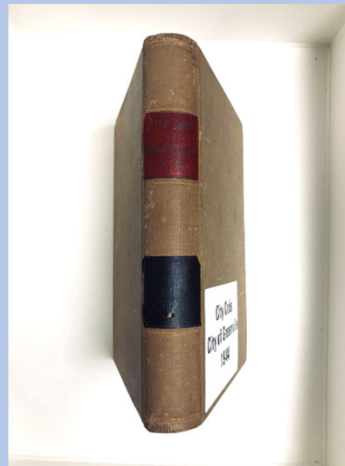
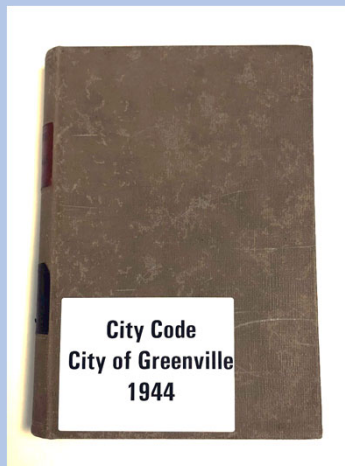
Prepared by Alderman James M. Richardson



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City of Greenville City Code – 1944

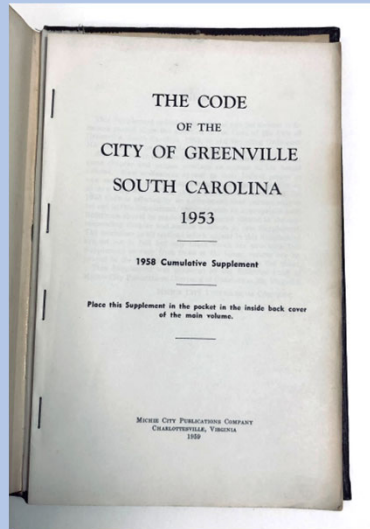
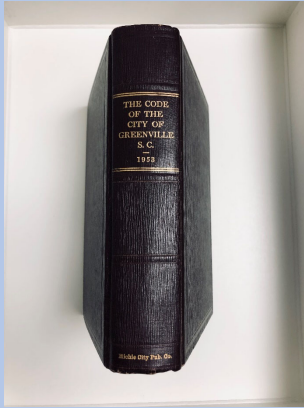
(Prepared by James M. Richardson, former Alderman)



22

City of Greenville Code – 1953

(Michie City Publications Company, Charlottesville, VA)



23

City of Greenville Code – 1964

(Michie City Publications Company, Charlottesville, VA)

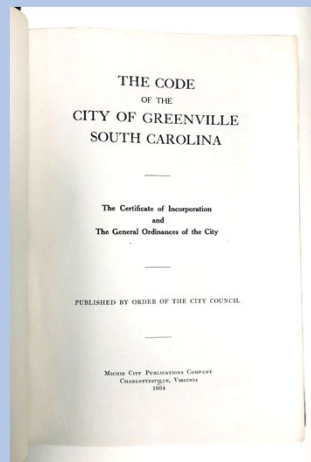
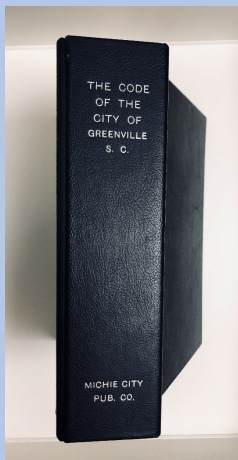
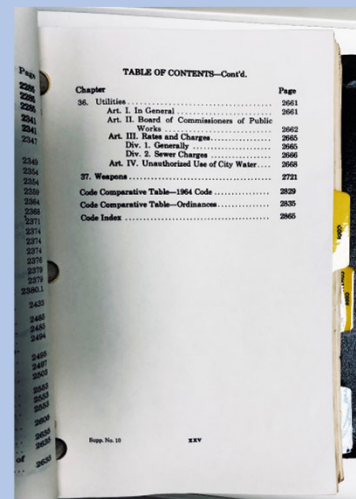
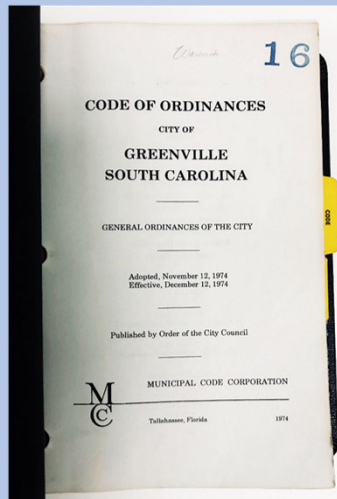
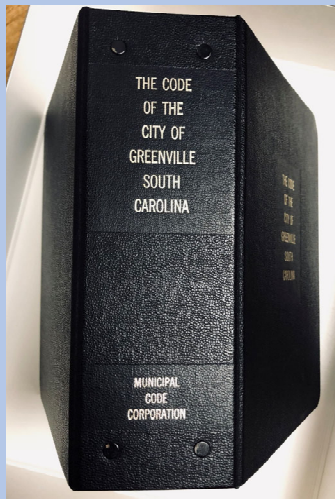


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City of Greenville Code of Ordinances – 1974 (Municipal Code Corporation)



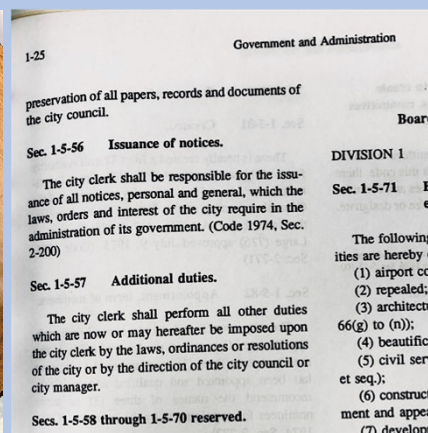
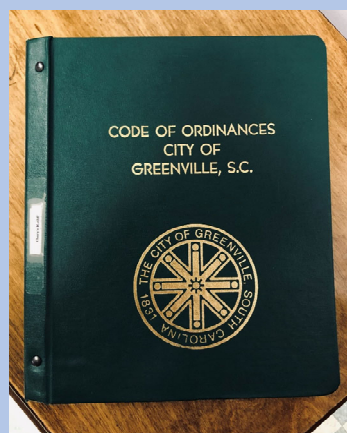
25

City of Greenville Code of Ordinances – 1985 (Laurel Henderson & Associates, Morrow GA)



1985

1974



Sec. 2-208. Attestation of deeds, etc., generally.

The city clerk shall attest all deeds to real property sold by the city, including lots in the city cemeteries, and all agreements and other obligations issued or authorized by the city council. (Code 1964, § 2-128; Ord. No. 77-20, § 16, 4-26-77)

Secs. 2-209, 2-210. Reserved.

Editor's note—Ord. No. 77-20, §§ 17, 18, adopted April 26, 1977, repealed §§ 2-209 and 2-210 providing that the city clerk and treasurer attest all executions issued by authority of the city council, and that he would, upon demand, issue free of charge a certificate showing the amount of taxes charged against any person, together with a description of the property covered thereby. Said sections were derived from Code 1964, §§ 2-127, 2-128.

Sec. 2-211. Additional duties.

The city clerk shall perform all other duties which are now or may hereafter be imposed upon the city clerk by the laws, ordinances or resolutions of the city or by the direction of the mayor, city council or city manager. (Code 1964, § 2-129; Ord. No. 77-20, § 19, 4-26-77)

Secs. 2-212—2-217. Reserved.

DIVISION 5. DIRECTOR OF PUBLIC WORKS*

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CODE
OF
ORDINANCES
GREENVILLE
SOUTH
CAROLINA

Seal of the City of Greenville, South Carolina

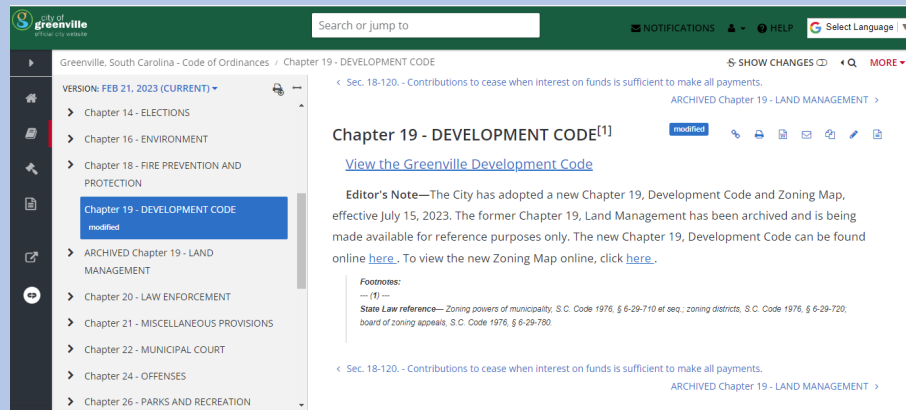
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[illegible]

City of Greenville Code of Ordinances – 2014 (Municipal Code Corporation)



DEVELOPMENT CODE – IMPLEMENTED IN JUNE 2023

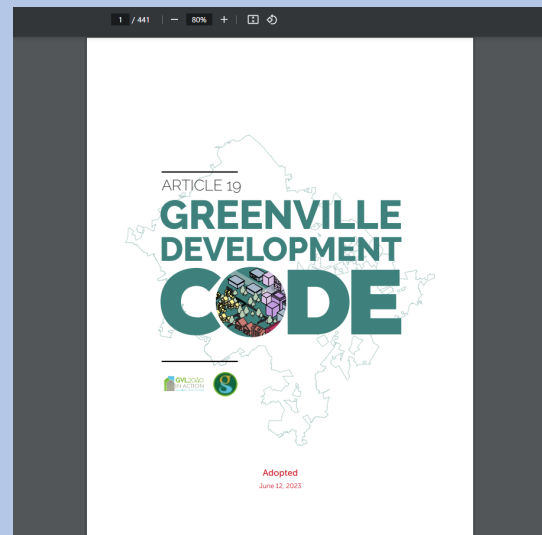


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City of Greenville Code of Ordinances – 2014 (Municipal Code Corporation)



DEVELOPMENT CODE – IMPLEMENTED IN JUNE 2023 PDF FORMAT – 441 pages



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Process of Codification/Re-codification – Be the Project Manager



- a. Obtain proposals from codifiers and compare services and costs
- b. Be comfortable with the services you need and what a codifier provides (Understand your municipality is different and has different needs from other municipalities)
- c. Determine and affirm all costs and payment plan with selected codifier
- d. Enter into a contract with selected codifier (Recommend having your city attorney review the contract)
- e. Include in your budget costs for Annual Fees (Great time to evaluate your package deal, additional services)

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Process of Codification/Re-codification – Be the Project Manager



- f. Codifier attorney/consultant – research and review recommendations and suggestions; conduct in person, virtual, telephone conferences (the codifier should understand the needs of your municipality)
- g. Participate in the process – be familiar with the following:
 - 1. Ordinances - included and not included in the code
 - 2. Fee Schedule Changes (i.e. Manager Memos or separate documentation)
 - 3. References – footers and supplemental language
 - 4. Forward amendments of the code to the codifier during the codification/re-codification process (ordinances)

32

Process of Codification/Re-codification – Be the Project Manager



- g. Continued . . . Participate in the process – be familiar with the following:
5. Edits and Proofs – ALWAYS review editing and do not depend on the codifier
 6. Formatting Options – fonts, page layouts, graphics, book covers (you have choices to make)
 7. Code of Ordinances publication – online version, manual copies, supplements, delivery process
 8. Finalize code proof with codifier
 9. City Council – present Ordinance for approving Code of Ordinances

33

Process of Codification/Re-codification – Be the Project Manager



- g. Continued . . . Participate in the process – be familiar with the following:
10. Publish Code of Ordinances
 11. Supplements – determine and/or affirm code supplement timeline
 12. Educate yourself on the features and tools available in the services offered to you through your contract
 13. Review additional services available through your codifier on an annual basis (financial savings for bundled services)

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Alternative Supplements – Be the Project Manager



Supplements may occur in different forms, dependent upon your municipality.

1. Ordinance to approve the Fiscal Year Budget . . .

Enterprise Funds are subject to change annually:

- a. Convention Center
- b. Wastewater Fees
- c. Stormwater Fees
- d. Parking Fees
- e. Zoo

35

Alternative Supplements – Be the Project Manager



Supplements may occur in different forms, dependent upon your municipality.

2. Fee Schedule Amendments per City Manager Memorandums

CITY OF GREENVILLE, SOUTH CAROLINA MEMORANDUM	
DATE:	
TO:	(DEPARTMENT NAME)
FROM:	Shannon <u>LaVrin</u> , City Manager
RE:	Authorization to Amend Appendix A – Fee Schedule Code of Ordinances of the City of Greenville
Pursuant to Resolutions 2001-3 and 2001-5, both dated January 22, 2001, the City Manager has been granted authority to fix, adjust, and repeal certain fees located in the Appendix of the Code of Ordinances. By this memorandum, I authorize the following amendments to Appendix A – Fee Schedule of the Code of Ordinances of the City of Greenville. The changes to the fees shall be effective upon the date of this memorandum or as provided below. The Office of the City Clerk shall be provided with the original memorandum which shall be maintained by that Office and copied to the codifier and the Department/Division requesting the amendment.	
City Code Section Number/Title	Appendix A – Fee Schedule
Effective Date of Amendment:	
Amendment:	

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Alternative Supplements – Be the Project Manager



REVIEW YOUR FEE SCHEDULE . . . EXAMPLE 1 - Amendments

Stormwater Management Utility Fee

Description A utility fee for stormwater management.

Authority: City Code, Section 34-97(b); 19-5.3.4, Stormwater Management Utility
City Ordinance No. 95-68; City Ordinance No. 2023-39

Rate Structure—Annual:

Developed Residential Under 1,640 sq. ft.	~~\$46.57~~	<u>\$47.69</u>
Developed Residential Over 1,640 sq. ft.	~~\$81.79~~	<u>\$83.75</u>
Undeveloped Residential	~~\$46.57~~	<u>\$47.69</u>
Developed Commercial and Industrial (per ERU)	~~\$81.79~~	<u>\$83.75</u>
Undeveloped Commercial and Industrial	~~\$81.79~~	<u>\$83.75</u>

(Amd. of 9-11-2008; Memo. of 7-20-2009; Memo. of 9-15-2010; Ord. No. 2012-44, 5-29-2012; Memo. of 7-18-2014; Memo. of 6-1-2015; Ord. No. 2016-32, 6-13-2016; Ord. No. 2017-47, 5-22-17; Ord. No. 2018-35, 5-14-18; Ord. No. 2019-01, 1-14-19; Ord. No. 2019-42, § 2, 6-10-19; Ord. No. 2020-54, 6-8-2020; Ord. No. 2021-31, 6-7-2021; Ord. No. 2022-39, 6-13-2022; Ord. No. 2024-33, 5-20-2024; Ord. No. 2025-40, 5-19-2025; Ord. No. 2026-46, 5-18-2026;

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Alternative Supplements – Be the Project Manager



REVIEW YOUR FEE SCHEDULE . . . EXAMPLE 2 – Discontinue Fees

Demolition Permits

Description: A permit fee for the demolition of building structures.

Authority: Administrative

Rate Structure:

Permit fee \$60.50

(Memo. of 8-5-2005, eff. 1-1-2006; Memo. of 12-6-2006, eff. 7-1-2007)

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Code Supplements – Be the Project Manager



- a. Supplements can be published at the request of the project manager – you.
 - 1. As needed
 - 2. Bi-monthly
 - 3. Quarterly
 - 4. Annually
 - 5. Emergencies
- b. Supplements update your Code of Ordinances with amendments without having to recodify the entire Code.

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CODIFICATION: CHALLENGES

**CHALLENGES ?****SOLUTIONS?**

40

CODIFICATION: SUCCESSES



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CODIFICATION: SUCCESSES



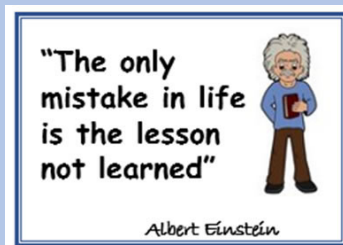
1. Create a check list of your proposal
2. Use the checklist from the codifier to assist you in the process.
3. Research and prepare a comparison of codifiers – even if you have a current codifier.
4. Prepare and organize a proposal to present to the governing body.
5. Include the following in your proposal with potential codifiers for consideration
 - a. Page format
 - b. Inclusion of graphics, maps, tables, diagrams, etc.
 - c. Book format
 - d. All fees and costs including printed copies and internet (digital version)
 - e. Anticipated costs for supplements, including S&H
 - f. Codification review process and document retrieval
 - g. Timeline for entire codification process
 - h. Timeline for future supplements
 - i. Contractual negotiations and requirements – Have your attorney review.

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CODIFICATION: LESSONS LEARNED



- a. Be proactive and not reactive
- b. When faced with a challenge or emergency, contact codifier
- c. Do the research; do not assume the recommendations and amendments are proper or correct
- d. Stay in touch with the codifier's attorney
- e. Have a professional and positive attitude
- f. Review all proposed changes with the departments affected
- g. Work with codifier regarding payments/partial payments



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COSTS (2014 Example)



\$22,500	Contract Base	
\$ 6,750	Initial Payment	2013-2014 Budget
\$ 5,625	Legal Manuscript	2013-2014 Budget
\$ 5,625	Proofs	2014-2015 Budget
\$ 5,548.53	Final Payment	2014-2015 Budget (included @ \$1000 extra expenses - binder, copies, set up)
\$23,548.53	TOTAL	

Extras: Color pages, Binders (expandible or D-ring notebook), image/graphs/tables, city seal set up on binder.

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PROGRAM BENEFITS – Listing on Adopted Ordinances Not Yet Codified



Code of Ordinances

VERSION: **APR 13, 2026 (CURRENT)**

- > CODE OF ORDINANCES CITY OF GREENVILLE, SOUTH CAROLINA
- SUPPLEMENT HISTORY TABLE **modified**
- > Chapter 1 - GENERAL PROVISIONS
- > Chapter 2 - ADMINISTRATION
- Chapter 3 - RESERVED
- > Chapter 4 - ANIMALS
- Chapter 5 - RESERVED
- > Chapter 6 - BUILDINGS AND BUILDING REGULATIONS
- Chapter 7 - RESERVED
- > Chapter 8 - BUSINESSES
- Chapter 9 - RESERVED
- > Chapter 10 - CEMETERIES

Code of Ordinances

Supplement 22

Online content updated on April 13, 2026

CODE OF ORDINANCES City of GREENVILLE, SOUTH CAROLINA Codified through Ordinance No. 2026-03, enacted February 9, 2026. (Supp. No. 22)

[VIEW WHAT'S CHANGED](#)

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

Adopted Ordinances Not Yet Codified

The listing below includes all legislation received by Municipal Code since the last update (printed or electronic) to the Code of Ordinances. This legislation has been enacted, but has not yet been codified.

Ordinance No. 2026-41

Adopted 5/11/26

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE II, DIVISION 2 OF THE CODE OF ORDINANCES OF THE CITY OF GREENVILLE TO PRESCRIBE PROCEDURES AND PROTOCOL FOR INDIVIDUALS ADDRESSING COUNCIL DURING CITY COUNCIL MEETINGS, AND TO MODIFY THE ORDER OF BUSINESS.

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PROGRAM BENEFITS – Code Archives



city of greenville

Official City Website

Greenville, South Carolina - Code of Ordinances / CODE

VERSION: **APR 13, 2026 (CURRENT)**

Code Versions

- 04/13/2026 SUPPLEMENT 22
- 09/16/2025 SUPPLEMENT 21
- 03/24/2025 SUPPLEMENT 20
- 10/03/2024 SUPPLEMENT 19
- 06/14/2024 SUPPLEMENT 18 REDO
- 06/03/2024 SUPPLEMENT 18
- 01/22/2024 SUPPLEMENT 17
- 02/21/2023 SUPPLEMENT 16

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PROGRAM BENEFITS – History Summary / Format Distribution



DIVISION 2. - TRANSIT AUTHORITY

Sec. 2-351. - Established.

There is hereby created a joint transit authority for the city and the county, pursuant to and in conformity with an act of the general assembly of the state, being Act No. 417 (1973) Statutes at Large (726) approved July 9, 1973.

(Code 1985, § 1-5-81; Code 1997, § 2-351; Ord. No. 2007-32, § 1, 5-14-2007; Ord. No. 2007-49, 7-9-2007)

Sec. 2-352. - Appointment and term of members.

The city council and county council shall each appoint one member of the transit authority, the term of office of the members to be three years and, until a successor has been appointed and qualified, and shall jointly recommend the names of three or more nominees for appointment by the governor.

(Code 1985, § 1-5-82; Code 1997, § 2-352; Ord. No. 2007-32, § 1, 5-14-2007; Ord. No. 2007-49, 7-9-2007)

Sec. 2-373. - Membership; terms of office; compensation; qualifications.

(a) The planning commission shall have seven members.

(b) No member of the planning commission may hold an elected public office in the city or the county. Members of the commission are to be appointed for staggered terms of four years each and shall serve until their successors are appointed and qualified. Members shall receive no compensation for their service on the commission. A vacancy in any position on the commission must be filled for the unexpired term in the same manner as the original appointment. The city council may remove any member of the commission for malfeasance, misfeasance or nonfeasance in the performance of duties or for such other cause as otherwise permitted by law.

(c) Members of the commission shall be appointed in consideration of their professional expertise, knowledge of the community, and concern for the future welfare of the total community and its citizens. Membership shall represent a broad cross section of the interests and concerns of persons residing and doing business within the city.

(Code 1997, § 2-373; Ord. No. 99-11, § 2, 2-22-1999; Ord. No. 2008-12, 2-11-2008)

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PROGRAM BENEFITS – History Summary / Ordinance Approval



Stormwater Management Utility Fee

Description A utility fee for stormwater management.

Authority: City Code, Section 34-97(b)

City Ordinance No. 95-68

Rate Structure—Annual:

Developed Residential Under 1,640 sq. ft.\$45.17

Developed Residential Over 1,640 sq. ft.\$79.33

Undeveloped Residential\$45.17

Developed Commercial and Industrial (per ERU)\$79.33

Undeveloped Commercial and Industrial\$79.33

(Amd. of 9-11-2008; Memo. of 7-20-2009; Memo. of 9-15-2010; Ord. No. 2012-44, 5-29-2012; Memo. of 7-18-2014; Memo. of 6-1-2015; Ord. No. [2016-32](#), 6-13-2016; Ord. No. [2017-47](#), 5-22-17; Ord. No. [2018-35](#), 5-14-18; Ord. No. [2019-01](#), 1-14-19; Ord. No. [2019-42](#), § 2, 6-10-19; Ord. No. [2020-54](#), 6-8-2020; [Ord. No. 2021-31](#), 6-7-2021; [Ord. No. 2022-39](#), 6-13-2022)

REVISED 6/8/2020

Ordinance No. 2020-54

AN ORDINANCE

TO PROVIDE FOR THE ADOPTION OF A CITY OPERATING BUDGET, ITS EXECUTION AND EFFECT, FOR THE FISCAL PERIOD JULY 1, 2020, THROUGH JUNE 30, 2021, DECLARING CERTAIN TAX INCREMENT FINANCING REVENUES NET OF DEBT SERVICE PAYMENTS SURPLUS, AND OTHER MATTERS RELATED THERETO

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENVILLE, SOUTH CAROLINA,

Section 1. In accordance with Section 2-196 of the Code of Ordinances of the City of Greenville, South Carolina, there is hereby adopted for the fiscal period July 1, 2020, to June 30, 2021, an operating budget for the City of Greenville, South Carolina, based on budget estimates of various funds as prepared by the City Manager and incorporated into the FY 2020-21 operating budget document, and as modified by the schedule listed in Section 2, below.

Section 2. The total revenues and expenditures for the fiscal period are estimated as follows:

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CODE CODIFIERS



American Legal Publishing Corporation	www.amlegal.com
Code Publishing Company	www.codebook.com
General Code	www.generalcode.com
Municipal Code Corporation	www.municode.com
Civic Plus	www.civicplus.com

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PRESENTER'S TAKE AWAYS



1. Be the Project Manager.
2. Stay in touch with codifying attorney.
3. Take time to review the changes with the departments affected.
Example: While there may be duplication of code sections which are state code, there may be a purpose or reason for keeping it in the municipal code (e.g. animal control officer)
3. Expense Concern: divided the costs between budget years.
4. Ask for special needs you may have (i.e. single column/double column).
5. Emergencies – contact codifier on last minute emergencies.
6. Stay up to date through webinars/training with potential updates or changes occurring.

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