



Boards and Commissions 2017-18 Summary of Vacancies

Accommodations Tax Committee – 1 vacancy - 1 is eligible to serve again

Term: 4 years

Purpose: To make recommendations on the expenditure or revenues generated from the Accommodations Tax. A majority of the members must be selected from the hospitality industry. Two-(2) of these members must be from the lodging industry. One-(1) member shall represent the cultural organizations of the City.

Meetings: On call as required **Compensation:** none

Contact: Kathy Hill, Community Services Coordinator – 596-2905

Airport Advisory Board – 4 vacancies - 3 are eligible to serve again

Term: 3 years

Purpose: The Airport Advisory Committee provides advice to the City Airport Director, City Manager and City Council on issues affecting the Airport.

Membership: A five (5) member board with each serving a three (3) year term.

Meetings: as called **Compensation:** none

Contact: Darwin Simpson, Airport Director – 574-8552

Architectural Design and Historic Review Board (HARB) – 4 vacancies - 2 are eligible to serve again

Term: 3 years with no member serving more than two-(2) consecutive terms. Former members may be reappointed after the expiration of two-(2) years. **Members must be residents of the City of Spartanburg.**

Purpose: The Board is responsible for administering and enforcing the provisions of the Architectural Design & Historic Review Ordinance of the City of Spartanburg dated March 6, 1995.

Membership: This is a nine-(9) member board comprised of persons who have demonstrated civic interest and have general knowledge of and interest in history and historic preservation. At least four-(4) members shall be citizens who are knowledgeable in one of the following disciplines: archeology, architecture, landscape architecture, American history, urban planning, engineering, environmental science, law, banking or real estate. A historian and professional architect will serve at all times. None of the voting members may hold any other public office or position in the City. **Members must be residents of the City of Spartanburg.**

Meetings: If business is received, the Board meets the second Thursday of every month at 5:30 p.m. in the City Council Chambers located at 145 West Broad Street **Compensation:** None

Contact: Natalia Rosario, Planner III– 596-2071

Bicycle and Pedestrian Committee – 3 vacancies - 1 is eligible to serve again

Term: 3 years

Purpose: The City Council shall **appoint as members of the Bicycle and Pedestrian Committee seven (7) persons who should be a resident or have a significant business interest in the City of Spartanburg.** The majority of the members of the committee shall have knowledge of urban planning, trails and greenways, active living, exercise science, or other comparable skill sets as determined by Council to be appropriate.

Duties of the committee would include: (a) Conducting quarterly meetings with senior city staff; (b) assisting City in developing a process for prioritization of bicycle/pedestrian projects that are financially feasible, enjoy broad based support, and which recognize the necessity to partner with organizations such as SPATS, SCDOT, private foundations, schools, and local businesses; (c) Review and assess planned public improvement projects and provide recommendations to incorporate bicycle and pedestrian features where feasible; (d) Assist the City in marketing and promotion of existing bicycle and pedestrian infrastructure; (e) Assist the City in organizing events to promote bicycle and pedestrian activity; (f) Assist

the City in recognizing local businesses that incorporate bicycle and/or pedestrian infrastructure or activities into their projects or programs; (g) Provide recommendations to City on opportunities to leverage and connect new development projects via bicycle and/or pedestrian projects; (h) Pedestrian improvements; (i) Make an annual report to City Council on bike/ped activities, recognition; (j) Assist the City in developing and measuring benchmarks for bicycling and walking in the City; (k) Review and comment on changes to zoning, development code, comprehensive plan, and other long-term planning and policy documents as they relate to bicycle and pedestrian activity and safety including any updates to the Spartanburg County Bicycle and Pedestrian Master Plan.

Meetings: Every other month. Dates vary.

Compensation: None

Contact: Ned Barrett, Trails Coordinator, Partners for Active Living (598-9638) The City of Spartanburg has a partnership with PAL (a local non-profit organization) to provide staff support for this committee.

Civil Service Commission - 1 vacancy

Term: 6 years

Purpose: The Commission holds Civil Service exams for Public Safety employment, all exams for promotions, and holds hearings on appeals from disciplinary action.

Membership: A three (3) member board with one (1) alternate. The number of members and term is regulated by State Code. **Members must be residents of the City of Spartanburg.**

Meetings: On-call as required

Compensation: \$462.60

Contact: Michelle Clyburn, Human Resources Director – 596-2795

Construction Board of Adjustments and Appeals – 6 vacancies - 1 is eligible to serve again

Term: 3 years

Purpose: To hear appeals from decisions of the Building Inspections Department and the Fire Division of the City of Spartanburg. The Board shall be comprised of individuals with knowledge and experience in the technical codes such as design professionals, contractors or building industry representatives. Two such board members should consist of one member at large from the building industry and one member at large from the public.

Meetings: On-call as requested.

Compensation: None

Contact: Buddy Bush, Building Inspector – 596-2111

Planning Commission – 3 vacancies - 2 are eligible to serve again

Term: 4 years

Purpose: Reviews rezoning petitions, subdivision plats and text amendments to the Zoning Ordinance. The commission also prepares and updates the Comprehensive Plan of the City.

Membership: A seven (7) member board. **Members must be residents of the City of Spartanburg.**

Meetings: Third Thursday of each month at 7:00 p.m.

Compensation: None

Contact: Natalia Rosario– 596-2071

Public Safety Committee – 5 vacancies - 2 are eligible to serve again

Term: 3 years

Purpose: To assist in development, promote, and support the programs and efforts of the Public Safety Department of the City of Spartanburg.

Membership: **Twelve (12) members who must be residents of the City.**

Meetings: First Monday of the month from September to May, as well as special meetings.

Compensation: None

Contact: Deputy Chief Jennifer Kindall, Public Safety – 596-2820

Storm Water Appeals Board – 5 vacancies - 2 are eligible to serve again

Term: 3 years

Purpose: The Storm Water Appeal Board shall hear and determine appeals (to a “stop work order” or permit revocation for particular projects) in a quasi-judicial capacity within thirty (30) days of the receipt of the City Engineer’s notice or such other times as may be mutually agreed upon and will render a decision within ten (10) working days after the appeal has been heard.

Membership: **Five (5) members who must be residents of the City of Spartanburg.** **Compensation:** None

Contact: Jay Squires, Storm Water Manager – 596-2089

Board of Zoning Appeals – 2 vacancies - 1 is eligible to serve again

Term: 3 years

Purpose: Provides a forum for appeal for any persons that are aggrieved by the zoning administrator or are seeking a variance of special exception to the requirements of the zoning ordinance.

Membership: Seven (7) member board. **Members must be a resident of the City of Spartanburg.**

Meetings: Second Tuesday of each month at 5:15 p.m. in City Council Chambers, unless there is no business. **Compensation:** None

City Staff contact: Natalia Rosario, Planner III – 596-2071