



CITY OF SPARTANBURG

SOUTH CAROLINA

CITY COUNCIL AGENDA

**City Council Meeting
City Council Chambers
145 West Broad Street
Spartanburg, SC
Tuesday, May 28, 2013**

- I. Moment of Silence**
- II. Pledge of Allegiance**
- III. Approval of Minutes of the May 13, 2013 City Council Meeting**
- IV. Approval of Agenda of the May 28, 2013 City Council Meeting**
- V. Public Comment**
*Citizen Appearance forms are available at the door and should be submitted to the City Clerk
- VI. Special Presentations**
 - A. Upstate SC Alliance Update**
Presenter: Hal Johnson,
- VII. Resolutions**
 - A. To Authorize the City to Execute an Agreement to Receive a Portion of Community Development Block Grant (CDBG) or Home Funds Awarded Spartanburg County and to Authorize the City Manager to Execute a Subrecipient Agreement with the County**
Presenter: Mitch Kennedy, Community Services Director
 - B. To Authorize Development Agreement for Wall Street Infill Project**
Presenter: Chris Story, Assistant City Manager
- VIII. Consent Agenda**
 - A. To Amend the Text of Section VI, Administration, Section 603, Board of Zoning Appeals: Appeals, Variances and Special Exceptions, Amending Subsection 603.4, Variances, by Adding as #2, "To permit the reduction of any required setback being in compliance with all applicable Building and Fire Codes and subject to review by the Building Official." City of Spartanburg (Second Reading)**
Presenter: Joshua T. Henderson, Planning Coordinator

As required by the Americans with Disabilities Act, the City of Spartanburg will provide interpretive services for the City Council Meetings. Requests must be made to the Communications & Marketing Office (596-2020) 24 hours in advance of the meeting. This is a Public Meeting and notice of the meeting was posted with the Media 24 hours in advance according to the Freedom of Information Act.

IX. Other Business

A. Declaration of Vacancies on City Boards and Commissions

Presenter: Connie McIntyre, City Clerk

X. City Council Updates

XI. Executive Session to Receive Legal Advice Regarding a Contractual Matter

XII. Adjournment

** City Code Sec. 2-57. Citizen Appearance. Any citizen of the City of Spartanburg may speak at a regular meeting on any matter pertaining to City Services and operations germane to items within the purview and authority of City Council, except personnel matters, by signing a Citizen's Appearance form prior to the meeting stating the subject and purpose for speaking. No item considered by Council within the past twelve (12) months may be added as an agenda item other than by decision of City Council. The forms may be obtained from the Clerk and maintained by the same. Each person who gives notice may speak at the designated time and will be limited to a two (2) minute presentation.*



**City Council Meeting
City Council Chambers
145 West Broad Street
Spartanburg, SC
Monday, May 13, 2013**

**(These minutes are subject to approval at the
May 28, 2013, City Council meeting.)**

City Council met this date with the following members present: Mayor Junie White, Mayor pro tem Jerome Rice, Councilmembers Linda Dogan, Cate Ryba, W. Sterling Anderson II, Robert Reeder, and Jan Scalisi. City Manager Ed Memmott and City Attorney Cathy McCabe were also in attendance. Notice of the meeting was posted with the Media 24 hours in advance according to the Freedom of Information Act. All City Council meetings are recorded for a complete transcript.

- I. Moment of Silence – observed.**
- II. Pledge of Allegiance – lead by an attending Boy Scout.**
- III. Approval of Minutes of the April 29, 2013 City Council Meeting –**
Councilmember Dogan made a motion to approve the minutes as received. Mayor pro tem Rice seconded the motion, which carried unanimously 7 to 0.
- IV. Approval of Agenda of the May 13, 2013 City Council Meeting –**
Councilmember Anderson made a motion to amend the agenda to add as Item VIII B. an update regarding the CPW agreement.
Councilmember Scalisi seconded the motion to amend the agenda, which carried unanimously 7 to 0.
- V. Public Comment - None**
*Citizen Appearance forms are available at the door and should be submitted to the City Clerk
- VI. Special Presentations**
 - A. Proclamation Proclaiming May as Foster Care Month**
Presenter: Mayor Junie White
Mayor White presented the proclamation to a group from Betsy Manning, DSS and to attending Foster families.
 - B. Proclamation Proclaiming May 15 as Peace Officers' Memorial Day**
Presenter: Mayor Junie White
Mayor White presented the proclamation to Director Tony Fisher of the City of

Spartanburg Police Department.

C. Presentation of “Chief Fire Officer (CFO)” Award to Battalion Chief T. Pierre Brewton

Presenter: Marion Blackwell, Fire Chief

Chief Blackwell gave a brief background of the extensive commitment required to achieve the CFO award. He shared that Battalion Chief Brewton was 1 of 877 in the world to earn the international designation. He stressed that this award was a lifetime commitment on Battalion Chief Brewton’s part and that his colleagues, family and friends were all extremely proud of him for his achievement.

VII. Ordinance

A. To Amend the Text of Section VI, Administration, Section 603, Board of Zoning Appeals: Appeals, Variances and Special Exceptions, Amending Subsection 603.4, Variances, by Adding as #2, “To permit the reduction of any required setback being in compliance with all applicable Building and Fire Codes and subject to review by the Building Official.” City of Spartanburg (First Reading)

Presenter: Joshua T. Henderson, Planning Coordinator

Mr. Henderson presented the item to City Council as follows:

“Staff is proposing a housekeeping amendment to Section 603.4 (1) to make sure that variances for building setbacks on properties are reviewed under the correct processing following all applicable rules and regulations. After extensive review of the Zoning Ordinance, Staff realized that under Section 603.4 Variances, it does not specifically grant the Board of Zoning Appeals the authority to review setback variances. In past requests, Staff has presented setback variances under Section 603.4 (1) which actually grants the Board of Zoning Appeals the ability to review yard size reductions and not specifically setbacks. We propose a text amendment as follows:

To permit the reduction of any required setback being in compliance with all applicable Building and Fire Codes and subject to review by the Building Official.

The request was unanimously endorsed by the Planning Commission on April 18, 2013. Staff’s recommendation concerning this application is explained in detail in the attached staff report to the Planning Commission.

Staff and the Planning Commission recommend that the City Council approve the text amendment request.”

Councilmember Dogan made a motion to approve the request as stated on first reading. Councilmember Reeder seconded the motion, which carried unanimously 7 to 0.

VIII. Other Business

A. 2013 Annual Street Resurfacing

Presenter: Tim Carter, Engineering Administrator

Mr. Carter presented the item to City Council as follows:

“Staff received bids for the 2013 Street Resurfacing Project on May 7, 2013. This project consists of approximately 7,391 tons of surface Type C Asphalt, 3,375 square yards of full depth patching, and 23,934 square yards milling.

The following bids were submitted:

Ashmore Bros. Inc. (Greer, SC) \$ 667,964.87

F & R Asphalt, Inc. (Easley, SC)	\$ 669,456.10
Panagakos Asphalt Paving (Greenville, SC)	\$ 669,865.03
Venesky Asphalt Paving (Easley, SC)	\$ 682,144.02

Staff has reviewed the bids received and the qualifications for each of these contractors and determined that Ashmore Bros. Inc. is the responsive low bidder. No bids were submitted from MWBE certified contractors.

Staff is requesting Council allow staff to accept the bid from Ashmore Bros. Inc. and authorize the City Manager to enter into a contract with Ashmore Bros. Inc. for the completion of the project.

BUDGET AND FINANCE DATA: \$ 354,000.00 County Transportation Committee Funds (CTC) and \$313,964.87 from the Spartanburg County Road Fee.”

Councilmember Dogan made a motion to approve the request and award the bid to Ashmore Bros. Inc. of Greer, SC in the amount of \$669,456.10. Councilmember Ryba seconded the motion, which carried unanimously 7 to 0.

B. Update on CPW Agreement –

Mr. Memmott updated City Council on the ongoing negotiations with the Spartanburg Water System. He stated that, on the positive side, there would be no preapproval by the water system of economic development projects before funding would be allocated from the payment. There would be an annual report to the CPW that indicated the use of the funds for economic development. He advised that he felt there would be continuing discussion regarding the annexation component of the agreement. He shared that he had spent time with City Staff, with the Fire Chief, and others to try to understand geographic perimeters, new and upsized meters, and the effects on fire service. Mr. Memmott stated that he had submitted a spreadsheet of scenarios of circumstances to CPW management and hoped to hear from them in the following week. He added that the primary unresolved issue was still the amount of the direct payment to the City.

IX. City Council Updates -

Councilmember Scalisi wished City Manager Ed Memmott a Happy Birthday!

Councilmember Anderson expressed thanks to Staff for the excellent and informative presentations at the Public Meetings concerning the Water System issue. He shared that he was pleased with the public input at the meetings.

Councilmember Ryba shared that, on a positive note, it was important to note in public that 15 new businesses were opening or had opened in Downtown Spartanburg. Councilmember Anderson mentioned that Councilmember Ryba would be riding in the Assault on Mt. Mitchell and wished her well.

Councilmember Reeder complimented Staff on the informative presentations at the Public Meetings concerning the Water System issue. He also mentioned the ribbon cutting for the Believer’s Fellowship on Saturday.

Councilmember Dogan thanked Staff and others for the work being done on the Northside.

Mayor pro tem Rice thanked Chris Story for his thorough presentations at the Public Meetings concerning the Water System issue. He mentioned that Spartanburg High School

graduation would take place on May 24 and wished the graduates well. He also thanked Staff for the hard work and effort put into Spring Fling.

- X. Executive Session to Discuss Potential Economic Development Project –**
Councilmember Reeder made a motion to adjourn to Executive Session for the stated reason. Councilmember Dogan seconded the motion, which carried unanimously 7 to 0. Council adjourned to Executive Session at 6:10 p.m.

Council reconvened at 6:18 p.m. Mayor White stated that discussion was held with no decisions made.

- XI. Adjournment –**
Councilmember Dogan made a motion to adjourn the meeting. Councilmember Reeder seconded the motion, which carried unanimously 7 to 0 and the meeting adjourned at 6:19 p.m.



Connie S. McIntyre, City Clerk



REQUEST FOR CITY COUNCIL ACTION

TO: Ed Memmott, City Manager

FROM: Mitch Kennedy, Community Services Director

SUBJECT: Authorization to Receive Grant Funds from Spartanburg County for City Fair Housing Activities

DATE: May 23, 2013

BACKGROUND:

Spartanburg County has tentatively agreed to provide \$40,221.27 in federal fund it receives to the City. The City would use these funds to further Fair Housing activities.

ACTION REQUESTED:

Council approval of a Resolution authorizing the City Manager to execute a Subrecipient Agreement with Spartanburg County for use of these funds.

BUDGET & FINANCIAL DATA:

Not applicable.

A RESOLUTION

TO AUTHORIZE THE CITY TO EXECUTE AN AGREEMENT TO RECEIVE A PORTION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OR HOME FUNDS AWARDED SPARTANBURG COUNTY AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE A SUBRECIPIENT AGREEMENT WITH THE COUNTY.

WHEREAS, the County of Spartanburg (County) has received Community Development Block Grant (CDBG) or HOME funds (Grant) from the United States Department of Housing and Urban Development (HUD); and

WHEREAS, the Grant was awarded to County to benefit low and moderate-income persons; and

WHEREAS, the City of Spartanburg (City) is eligible to receive a portion of the Grant proceeds; and

WHEREAS, County wants to designate these funds for the Fair Housing activities to be undertaken by the City.

NOW, THEREFORE, BE IT RESOLVED By the Mayor and Members of Council of the City of Spartanburg, in Council assembled:

Section 1. The City Manager is authorized to execute a Subrecipient Agreement with Spartanburg County for \$40,221.27.

Section 2. The City can use the funds for Fair Housing Activities.

Section 3. This Resolution shall become effective immediately upon its enactment.

DONE AND RATIFIED this _____ day of _____, 2013.

Junie L. White, Mayor.

ATTEST:

Connie S. McIntyre, City Clerk.



REQUEST FOR COUNCIL ACTION

TO: City Council

FROM: Chris Story

SUBJECT: Resolution to Authorize Development Agreement for Wall Street Infill Project

DATE: May 23, 2013

One of the primary objectives outlined in our Downtown Master Plan is the facilitation of mixed used infill projects to increase the density of activity and improve the vibrancy of downtown. Midtown Properties, LLC recently approached city staff with a proposal that we believe will further those objectives. Midtown Properties is a firm with successful experience with mixed use development in downtown Spartanburg including the Cantrell Wagon Building renovation.

Midtown's proposal involves a small new building (approximately 2,700 sq. ft. per floor) along the east side of Wall Street just across Broad Street from the front of City Hall. Midtown proposes to purchase, at appraised value, a portion of what is now a city-owned parking lot. If approved, the parking lot would be reduced in size from 21 to 16 spaces. We believe the positive impact of this project outweighs the loss of those spaces and we believe we can mitigate that loss somewhat by improving the way we manage city owned parking along Broad Street to achieve better utility for downtown residents, visitors, and city employees.

The infill project will consist of a new multistory structure aligned with Wall Street. The ground floor will be small-suite office or retail, which is a complementary niche to the presently available commercial spaces in the area. The upper levels will contain at least eight apartments.

Midtown Properties will bear all costs associated with the project and the necessary alteration of the remaining parking. The city will bear no costs. However, the agreement does provide the City Manager with the authority to credit some or all of the land purchase price if warranted by size or design improvements to the proposed project.

We look forward to new construction in the heart of downtown and consider this a positive step.

ACTION REQUESTED:

We request City Council adopt the attached resolution authorizing execution of the attached development agreement between the City of Spartanburg and Midtown Properties, LLC. Subsequent actions will be necessary to formally convey the property.

**RESOLUTION TO APPROVE A DEVELOPMENT
AGREEMENT WITH MIDTOWN PROPERTIES, LLC.**

WHEREAS, the City has from time-to-time provided incentives under the terms of development agreements to encourage and attract private development and job creation that is consistent with its economic development objectives; and

WHEREAS, Midtown Properties, LLC has successfully completed mixed use projects that have contributed to the continued revitalization of downtown; and

WHEREAS, Midtown Properties desires to enter into a Development Agreement with the City for an innovative mixed use project that will contribute positively to the continued economic progress downtown.

NOW, THEREFORE, BE IT RESOLVED By the Mayor and Members of Council of the City of Spartanburg, South Carolina, in Council assembled:

Section 1. To approve a Development Agreement in substantially the same form as attached hereto or with other minor, non-substantive changes that may be approved by the City Manager with the advice of the City Attorney.

Section 2. To authorize the City Manager to execute such final Development Agreement.

This Resolution adopted this ____ day of _____, 2013.

Junie L. White, Mayor.

ATTEST:

Connie S. McIntyre, City Clerk.

APPROVED AS TO FORM:

Cathy Hoefler McCabe, City Attorney.



WALL STREET

80' X 34'
2,120 SF FOOT PRINT
LOSE 6 SPACES

N. BROAD STREET

8' SIDEWALK

DRIVE



COUNTY OF SPARTANBURG) DEVELOPMENT AGREEMENT
) BETWEEN
) THE CITY OF SPARTANBURG,
) AND
STATE OF SOUTH CAROLINA) MIDTOWN PROPERTIES, LLC

WHEREAS, the City of Spartanburg (the “City”) has determined it is in its best interest to encourage private investment by providing incentives that have included, but are not limited to, discounted land sales, façade renovation grants, residential development grants, and funding of public improvements; and

WHEREAS, the City has provided incentives to projects that provide significant benefit and leveraging of public resources and which are likely to create additional jobs and generate revenues for the City; and

WHEREAS, MIDTOWN PROPERTIES, LLC (the “developer”) has successfully completed mixed use projects that have contributed to the continued revitalization of downtown; and

WHEREAS, the developer has identified an opportunity for a mixed used infill project which is believed to be unique and of demand and will contribute positively to the continued economic progress downtown; and

WHEREAS, the City owns this infill project property (the “property”).

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS that the Developer and the City in consideration of the promises and the mutual covenants and agreements herein contained do hereby agree to the following:

Developer Commitments:

1. To purchase from the City at appraised value the property necessary to construct the project. The purchase price will be determined by the square footage building footprint. The actual parcel boundaries will be established once design and code issues are fully evaluated. The building façade will parallel Wall Street and is expected to be generally consistent with Attachment A.
2. To construct a new building containing at least 8 upper story apartments and ground floor retail or office spaces (the “project”).
3. To, within 60 days of execution of this agreement, present to the City’s Design Review Board plans for the structure that fully comply with the City’s Downtown Urban Code and all other applicable codes.
4. To, within 120 days of execution of this agreement, secure all applicable permits and begin construction of the building.

5. To bear any and all risk associated with any environmental issues identified during construction and fully indemnify and hold harmless the City.
6. To, within 360 days of execution of this agreement, complete the project and acquire a Certificate of Occupancy.
7. To make any physical changes necessary, as approved by the City, to the adjacent parking lot to reconfigure it as appropriate and return it to a functional and attractive conditions. The City will bear no cost of any improvements made necessary by this project or the parking lot improvements.
8. To take all reasonable steps to minimize disruption and inconvenience to nearby property owners and businesses during the construction of the building.
9. To engage properly licensed contractor(s) and/or subcontractor(s) to make the interior and exterior improvements as stated above.
10. To meet all typical and customary City permitting (Zoning, Building Inspections, and Business License) requirements. Nothing in this Agreement relieves the Property Owner from complying with all other City Ordinances, statutes, laws, or regulations that pertain to the construction of the Project.

City Commitments:

1. Convey the property as described above.
2. The City may consider, at its discretion, discounting or crediting some or all of the land purchase price should the developer increase the size of the project to include 12 or more residential units and/or provide a building design of exceptional appearance and quality as determined solely by the City.
3. City will alter the management of the remaining adjacent City parking lot such that all spaces within that lot are available for individual lease to residents or employees within nearby properties.

General Conditions

1. **Invalidity.** Should any of the provisions of this Agreement held invalid in whole or in part, it shall not affect or invalidate the balance of such provision or any other provisions.
2. **Amendments.** This Agreement may not be amended, modified or changed, except by an instrument in writing and signed by all the parties.
3. **Entire Agreement.** This Agreement contains the sole and entire understanding between the parties, and all other promises, inducements, offers, solicitations, agreements, representations and warranties heretofore made between the parties, if any, are merged into this Agreement.

4. **Notices.** All, notices, requests, demands, or other communications required or permitted to be given hereunder shall be in writing and shall be addressed and delivered by hand or by certified mail, return receipt requested, or by overnight courier, or by fax, with evidence of delivery, to each party at the addresses set forth below. Any such notice, request, demand or other communication shall be considered given or delivered, as the case may be, on the date of delivery. Rejection or other refusal to accept or inability to deliver because of changed address of which proper notice was not given shall be deemed to be receipt of the notice, request, demand or other communication. By giving prior written notice thereof, any party, from time to time, may change its address for notices hereunder.
5. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same agreement.
6. **Successor and Assigns; Termination.** This Agreement shall be binding on the parties hereto, their heirs, successors and assigns. This Agreement may only be terminated with the consent of all parties hereto.
7. **Choice of Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina.
8. **No Continuing Waiver.** The waiver of any party of any breach of this Agreement shall not operate or be construed to be a waiver of any subsequent breach.

[This section intentionally left blank. Signatures on next page.]

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands and seals and executed this Agreement this ____ day of _____, 2013.

IN THE PRESENCE OF:

MIDTOWN PROPERTIES, LLC

By: _____
Its:

CITY OF SPARTANBURG

By: _____
Ed Memmott
Its: City Manager

ATTEST:

By: _____
Connie McIntyre
Its: City Clerk

APPROVED AS TO FORM:

By: _____
Cathy H. McCabe
City Attorney



REQUEST FOR COUNCIL ACTION

TO: Ed Memmott, City Manager

FROM: Connie McIntyre, City Clerk

SUBJECT: Annual Review of Vacancies/Reappointments on City of Spartanburg Boards and Commissions

DATE: May 23, 2013

BACKGROUND: City Council annually reviews term expirations of individuals who are appointed by Council to serve on City of Spartanburg Boards and Commissions. Attached you will find a summary of vacancies. These vacancies are also listed on the City's website under Boards and Commissions.

ACTION REQUESTED: Staff requests that City Council begin the annual review process of vacancies for appointment and/or reappointment of individuals to City of Spartanburg boards and commissions.

BUDGET AND FINANCE DATA: N/A



Boards and Commissions 2013 Summary of Vacancies

Accommodations Tax Advisory Committee – 3 vacancies

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

City Staff contact: Mitch Kennedy, Community Services Director – 596-2052

Alcohol & Drug Abuse Commission – 4 vacancies

Term: 5 years

Purpose: Established by City Council & County Council to serve as Approval Board for all activities of the Commission. Participates in planning procedures by giving advice from professional, administrative & financial experience.

Membership: Ten (10) members - City Council appoints five (5) members & County Council appoints five (5) members. (5 year term) City Council appointed members may not be reappointed to a second term.

Meetings: Third Monday, every other month. **Compensation:** None

City Staff contact: Mitch Kennedy, Community

Board of Architectural Design and Historic Review – 2 vacancies

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. 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

City Staff contact: Josh Henderson, Planner – 596-2069

Bicycle and Pedestrian Committee – 1 vacancy

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 at the CoffeeBar. Dates vary.

Compensation: None

Contact: Laura Ringo, Executive Director, 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.

Construction Board of Adjustments and Appeals – 4 vacancies

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

City Staff contact: Buddy Bush, Building Inspector – 596-2111

Housing Authority – 1 vacancy

Term: 5 years

Purpose: To operate the City Housing Authority, including but not limited to the making of rules, regulations, filing applications for and constructing facilities as approved by City Council in accordance with State Law. One member must be a resident of an Authority-owned property.

Membership: Seven members - appointed by City Council

Meetings: Second Wednesday of each month at 5:30 p.m.

Compensation: None

Planning Commission – 4 vacancies

Term: 4 years

Purpose: Reviews rezoning petitions, subdivision plats and text amendments to the Zoning Ordinance. The commission also prepares and updated the Comprehensive Plan of the City. **Members must be residents of the City of Spartanburg.**

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

Compensation: None

City Staff contact: Josh Henderson, Planner – 596-2069

Public Safety Committee – 3 vacancies

Term: 3 years

Purpose: To develop, promote, and support the programs and efforts of the Public Safety Department of the City of Spartanburg. **Members must be residents of the City.**

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

Compensation: None

City Staff contact: Col. Jennifer Kindall, Public Safety – 596-2820

Zoning Board of Adjustments and Appeals – 2 vacancies

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. **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: Josh Henderson, Planner – 596-2069