

***Spartanburg City Planning Commission Meeting Minutes***  
***Thursday, October 19, 2017***

*City Hall Council Chambers*  
*Spartanburg, South Carolina*

The City Planning Commission met in City Hall Council Chambers on Thursday, October 19, 2017, at 5:30 P.M. The following City Planning Commissioners attended this meeting: Jared Wilson, Howard Kinard, Bob Pitts, Mike Epps, Wendell Cantrell, and Dr. Phillip Stone, II. William "Luke" Quillen was absent. Representing the Planning Department were Natalia Rosario, Planner III and Julie Roland, Planning Department Administrative Assistant.

***Roll Call***

Mr. Wilson, the Chair, stated that notice of this meeting was posted and provided to the media 24 hours in advance as required by the Freedom of Information Act.

Mr. Wilson noted that six Planning Commissioners were currently present, constituting a quorum. Mr. Wilson went over the rules and procedures for conducting a public hearing.

Dr. Stone moved approval of the Agenda for tonight's meeting; and he was seconded by Mr. Cantrell. The motion was unanimously approved by a vote of 6 to 0.

***Old Business – None.***

***New Business***

***Text Amendment Change to the City of Spartanburg Zoning Ordinance to amend Section 503, Sign Ordinance regarding various sub-sections.***

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Ms. Natalia Rosario, Senior Planner came forward and was sworn, and she submitted the report the Planning Commissioners had previously received in their meeting packets, as well as the slides and presentation, into evidence as Exhibit A. Ms. Rosario explained the current Zoning Ordinance did not permit electronic variable message signs; and upon the request of City residents, Staff has reviewed these allowances and other sections of the Sign Ordinance to allow for the use of such illuminated signage for commercial, industrial, and institutional uses, as well as make specific improvements to the purpose and enforcement of the Sign Ordinance; the lowering of pylon heights from 35' to 20', permitting an additional freestanding sign for shopping centers with more than one (1) street frontage, and to allow for 15% more signage if a sign is made of higher quality and more aesthetically attractive materials. She explained the proposed text amendment would also remove the statements forbidding electronic variable message board signage and other outdated language, noting that some references have been updated since the September 21, 2017 meeting when this had first been heard as an informational item as follows:

- Clarification of Intent;
- Statement of Permit Requirements;
- Sign Maintenance Standards;
- Sign Removal Guidelines;
- Updated reference to SCDOT/Access and Roadside Management Standards;
- Additional freestanding signage permitted for shopping centers per street frontage;
- Lowering of pylon heights from 35' to 20';
- 15% additional signage for wall signs done in halo-lit style lettering.

Ms. Rosario showed various slides and explained in detail to the Planning Commissioners regarding the proposed clarifications and improvements to the Sign Ordinance. She concluded her presentation by saying Staff recommends the Planning Commission endorse the proposed changes to the ordinance, and/or make suggestions to improve upon the proposed changes.

Board Questions:

- Mr. Wilson had a question about the reduction in height regarding the pylon signs.

- Ms. Rosario explained.
- Dr. Stone asked if the proposed changes applied to the downtown area.
- Ms. Rosario said the changes would not affect the downtown area.

[Editor's Note: At 5:45 P.M. a lady had just entered the meeting; and Ms. Rosario then went over the changes again as listed above for the benefit of this member of the audience.

Mr. Wilson opened the public hearing and asked anyone who wished to speak or had any question to come forward.

- Ms. Karen Sanders of 325 Dogwood Circle, Inman, SC came forward and said she was here to represent the Beacon Drive-In Restaurant; and she informed the Planning Commission the Beacon planned on re-doing and updating their signage in the near future; and they wished to put up a digital reader board on an existing sign similar to what the Spartanburg Auditorium had installed as part of those improvements if it was a possibility regarding if the text amendment was approved.
- Ms. Rosario said she envisioned it as a six foot high monument sign; but if the Planning Commissioners wanted to they could make a change to the proposed ordinance to read no higher than a six foot high installation on an existing sign.
- Ms. Sanders said they would like to make this change while they were making all of their updates if possible.
- Dr. Stone asked Staff if the Planning Commission recommended the changes to the proposed text amendment, when it would go for another public hearing and first reading before the Mayor and City Council.
- Ms. Rosario explained if the Planning Commission recommended approval, it would go for another public hearing and first reading on November 13, 2017; and if it was approved on First Reading, it would receive a second Final Reading approval on November 27, 2017.

Mr. Wilson asked if anyone else wished to speak or ask questions during the public hearing portion of the meeting. No one else came forward. Mr. Wilson closed the public hearing portion.

**Board Comments and Deliberation:**

- Mr. Wilson asked what the sign restrictions were determined by.
- Ms. Rosario explained.
- Mr. Wilson said he would personally prefer the height be restricted.
- Dr. Stone said he would be o.k. to allow modifications to existing signs, but he would not be in favor of adding height to new signs
- Mr. Wilson felt they should keep it proposed as it was with the height restriction in place.
- Mr. Pitts asked who the jurisdiction was that would determine such a sign.
- Ms. Rosario said all sign permits were supposed to come through the Planning Department for review and approval.
- Mr. Pitts asked who actually inspected the signs.
- Ms. Rosario said it was herself and member of the Building Department regarding footers, etc.
- Mr. Pitts said he was a little confused by the pre-existing sign height; and felt sometimes these things could get out of hand.
- Ms. Rosario said for the most part the Planning Department did not approve any that did not meet the standards.

Mr. Wilson moved to approve the request as presented by Staff with the one change regarding existing signs needing to conform to the ordinance as presented should they be installed with LED signage; and he was seconded by Dr. Stone. The motion was approved by a vote of 6 to 0.

***Text Amendment Change to the City of Spartanburg Land Development Regulations to amend and update various sub-sections and add several appendixes.***

Ms. Natalia Rosario, Senior Planner came forward and was sworn, and she submitted the report the Planning Commissioners had previously received in their meeting packets, as well as the slides and

presentation, into evidence as Exhibit A. She explained to the Planning Commissioners that the Land Development Regulations of the City guide the subdivision development process in detail, including specifications for roadways, lots, plat requirements and submittals, and staff processes. These regulations have not been updated since 1999, and their lack of detail has posed a problem to staff as they have attempted to navigate this process during the recent Camelot Townes subdivision process. To that end a consultant to Staff, Mike Garrett, has revised the regulations to incorporate the most modern and orderly Land Development Regulations of the area. The proposed amendments would provide staff with specific instructions on every step of the subdivision process, create applications and check-off lists for staff and developers to follow, establish updated requirements for roadway construction as well as fees for plat submittal, and plat submittal requirements. Mrs. Rosario explained the following changes/additions in detail to the Planning Commissioners:

- Clarification of Authority and Purpose (Sec. 1-1.1), Definitions (Sec. 2);
- Application Procedures (Section 4) including Preliminary and Final Plat approval instructions, Letter of Credit Requirements;
- Preliminary and Final Plat Specifications (Sections 5 and 6) including application examples;
- Design Standards; Street Width Specifications, Curved Road Standards, Street Signs, Street Improvements and Street Warranty; Street Intersection Design Standards; Alleyway definitions;
- Updated reference to SCDOT/Access and Roadside Management Standards;
- Easements; electric power and communications lines shall be placed underground;
- Vision Clearance per SCDOT Standards, Driveway Locations (one per street frontage), Encroachment Permit required & requiring a detailed Traffic Management Plan for developments near high average daily traffic count roads;
- Section 9, Improvements: Survey Requirements, Standards for Water Lines, Fire Hydrants, Sewer, Drainage, and Street Resurfacing; Concrete Curb and Gutter Standards;
- Updated Street and Stormwater Standards (clearing, grubbing, subgrade prep, pavement surface course, easement requirements for utilities, lot lines to facilitate future easements);
- Sec. 11, Appendices – Subdivision Application Form, Surveyors Certification, City Manager's Designee Certification, Letter of Credit/Bond Agreement, One Year Warranty Agreement, and Standard Details.

Ms. Rosario informed the Planning Commissioners the original Land Development Regulations referenced a Major Roadway Plan which Staff could not find anywhere, and if they felt the Land Development Regulations should require a pedestrian crosswalk in the center of a block longer than 1000 feet.

Ms. Rosario concluded her presentation by saying the proposed amendment changes would clean up and make the process more streamlined; and she said Staff recommended the Planning Commission endorse the proposed changes.

Mr. Wilson opened the public hearing and asked anyone who wished to speak or ask questions to come forward. No one came forward. Mr. Wilson closed the public hearing.

Planning Commission Questions/Comments:

- Dr. Stone felt the pedestrian crosswalk should be a requirement.
- Mr. Wilson agreed.
- Mr. Kinard asked about the major street plan not being able to be found.
- Ms. Rosario explained it would not be hard to take out that word and re-write that portion regarding the uncertainties portion if the Board were all in agreement.
- Mr. Wilson thought she should change major roadways to arterial.

- Ms. Rosario said she could adjust that particular sentence to make sense.
- Dr. Stone had an editorial change regarding some of the Staff needed to be corrected.

Dr. Stone moved to recommend to City Council the Land Development Regulations be approved with the noted corrections being to change the Major Roadways to Arterial; strike through Street Plan and to include pedestrian crosswalks regarding longer than 1000'; and with the noted corrections regarding Members of City Council and the Planning Commission; and he was seconded by Mr. Wilson. The motion was approved by a vote of 6 to 0.

Site and Landscape Plans Approved since the September 21, 2017 Planning Commission Meeting

- Panda Express – 1021 Fernwood Glendale Road.

City Council Updates Since the Last Meeting of the Planning Commission on September 21, 2017

There were not any updates that pertained to the Planning Commission.

Staff Announcements

Ms. Rosario mentioned a few new site plans that either had recently been received or would be coming in soon.

The meeting adjourned at 6:15 P.M.

Respectfully Submitted

  
Jared Wilson, Chair

Minutes by Julie Roland, Administrative Assistant