

**Planning Commission Meeting Minutes  
June 16, 2022 @ 5:30 PM  
City Hall Council Chambers**

Board Members Present: Dr. Phillip Stone, Mr. Warwick Spencer, Mr. Reed Cunningham, Ms. Lekesa Whitner, and Mr. Jared Wilson. Mr. Jemar Brown and Mr. Mike Epps was absent. City Staff Present: Martin Livingston, Community Development Director; Nan Zhou, City Planner I; and Tia Keitt, City Planner II.

**Roll Call**

Dr. Stone: At the stroke of 5:30, but we're ready. That's 5:30. Let me get my cheat sheet here. All right. I'm going to call this meeting of the Planning Commission to order. It is 5:30 on Thursday, June 16th, 2022. My name is Phillip Stone. I'm the chair of the Planning Commission, and I will preside over these proceedings.

Let the record indicate that the public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the requirements of the city of Spartanburg's zoning ordinance. And I will note that we have five members of our seven present and thus we have a quorum and are able to proceed with the business for the body this evening. I'm going to ask each commission member to introduce himself or herself for the record, starting with Mr. Wilson.

Jared Wilson: Jared Wilson, commissioner.

Warrick Spencer: Warrick Spencer, commissioner.

Dr. Stone: Phillip Stone.

Reed Cunningham: Reed Cunningham, commissioner.

Lekesa Whitner: Lekesa Whitner, commissioner.

**Approval of meeting agenda**

**On a motion by Mr. Wilson, seconded by Mr. Cunningham, the agenda for the meeting was approved, by a vote of 5 to 0.**

**Approval of Meeting Minutes for May 19, 2022**

**On a motion by Mr. Spencer, seconded by Ms. Whitner, the minutes of the meeting of May 19, 2022, was approved by a vote of 5 to 0.**

**Old Business:**

Approval of the City of Spartanburg Comprehensive Plan

**SUMMARY:** Since January 2020, the City of Spartanburg began the process of updating the Comprehensive Plan. Town Planning and Urban Design, LLC, consultants based in Franklin, TN was selected to assist the City with the completion of the Planning process. The process included

public participation that involved developing a vision for the City and general strategic goals. The Comprehensive Plan included public comments for the initial draft and the final draft of the Comprehensive Plan. Staff held four public meetings after the initial presentation to answer questions regarding the Plan vision and purpose.

Currently, the Comprehensive Plan is missing a Resiliency and Priority Investment Elements. TPUDC has provided staff with a 10-week timeline and budget to complete both elements once approval to proceed is provided by City staff. The completion of the two elements will involve sub-consultants Toole Design and City Explained which will review current and available resources, consistency with the updated Comprehensive Plan, and discussions with City staff and other agencies. City staff will coordinate the public participation and community comment process required for the completion of the two missing elements and the Comprehensive Plan.

Staff will also provide to TPUDC any additional modifications and any spelling corrections needed to update the final Draft of the Comprehensive Plan by July 1.

No action is required at the Planning Commission meeting on June 16. This item can be tabled and a new 30 day notice will be provided for the approval of the Comprehensive Plan when the two elements are available for review as part of the Comprehensive Plan and the public participation process has been completed.

When we did discuss... First of all, we did get a response back from TPUDC and a proposal for proceeding with the final two elements. They are recommending a 10 week timeline. Once we give them the go ahead to proceed with the conference plan, the last two elements of the conference plan, they will need to work with two other subconsultants. Toole Design and City Explained will be working on the resiliency element as well as the priority investment element. So it'll take them about 10 weeks to complete that. So about two and a half months.

Staff will need some time to have public comments and revise the elements, and then staff will need to provide some type of notice and public comment period for the general public. And then, again, we would repeat the 30 day notice requirement for the entire comprehensive plan. At that point, the entire document will include not only the draft, the final draft items, but also include the final two elements that are currently missing from the documents and plan.

And discussion. One of the questions we asked Mr. Coler while receiving this information from our consultants is can the Commission adopt the land use map as part of the process separate from the comprehensive plan? Mr. Coler did not recommend that. He stated that that might create some confusion, that it would've been better if we had adopted the comprehensive plan in the final draft recommendations and make minor updates. We're not doing that. We're going to move forward. We're trying to get it all completed.

Staff is going to be reviewing the final draft, which is available online for anyone to review. Staff is going to review the final draft and submit any recommended changes to TPUDC by July 1st of the final draft that's already online. The copy that Ms. Whitner has in her hand right there. And so we're hoping to get those documents to them. We're checking the spelling, making some minor corrections, and we'll give that to TPUDC to make corrections. They will then add the two elements to that document. And then we'll bring that back before the Planning Commission for review and approval. Staff is not recommending any action tonight, unless the Commission wants to officially just table it and table the item. And then we'll bring it back for your review.

Mr. Cunningham: I have a question.

Dr. Stone: Yes, sir.

Mr. Cunningham: After the July 1 deadline submission, did they give you any idea about the turnaround to format the changes or whatever and get drafts back to you so you can...

Mr. Livingston: Depending on the amount of changes, probably about 30 days, I'd say.

Dr. Stone: So it would sound like if the city gives them the go ahead to work on the two missing elements by the 1st of July, then 10 weeks puts us into about the second week of September. And then you need probably a month for the staff to look at that. And then... Or probably not even quite as much since it won't be too much. So we're into October or November at this point, I suspect, for final approval.

Mr. Livingston: Yes.

Dr. Stone: Okay. I just wanted to make sure I was reading the same timeline.

Mr. Cunningham: I think a realistic goal would be a 2022 approval.

Dr. Stone: I hope we can get a 2022 approval for the 2022 comprehensive plan.

Mr. Cunningham: Absolutely.

Dr. Stone: Yes, sir.

Mr. Spencer: Mr. Livingston, is it worth, during this interim time, revisiting some of the comments and input from Sheriff Barrett and others with regard to the prioritization? Could we maybe do some of these other associated efforts like the prioritization in parallel so that we can continue to move forward as quickly as we can, given the setbacks with TPUBC? What do you think?

Mr. Livingston: Yes, we are actually going to be doing that. I was asked to start doing that process when we have the new planning director on board. We have about 11, 12 resumes and we're going through the process of selecting the interviewees. So we haven't completed that process yet or started that process yet, but we've closed out any additional applications. We have several good applications. So once that person is on board, we'll begin that implementation process working with them, so hopefully we can have both final graph and the implementation process by the time it comes back-

Mr. Spencer: Good.

Mr. Livingston: ... before the Commission. At least that would be the goal.

Mr. Spencer: Thank you.

Dr. Stone: So we will also, at... As a result of the ultimate passage approval of this comprehensive plan, you anticipate a revision or significant rewriting of the city's zoning ordinance.

Mr. Livingston: That's correct. Yes.

Dr. Stone: Could we go ahead as a commission and start getting ourselves up to speed? Do you have any way in the next month or so? Because I think we want to be involved in that so it's not just the staff and attorneys and consultants writing that. Can we talk about that next month to see what that process might look like?

Mr. Livingston: Certainly. I can bring that to the attention of the city manager and request that we begin taking a look at that and provide some direction, rather, to this commission or other

boards that may be involved in that process. More than likely it would involve all four boards because all four boards are involved in the zoning ordinance.

Dr. Stone: I'm thinking partly about all of our continuing education but is there any possibility that you would know anyone who could do something that would actually count for continuing education for all of those four boards at once and not to mention the staff, since we're all going to be in this together.

Mr. Livingston: Continuing education regarding the zoning ordinance?

Dr. Stone: Since we all have to do our planning or comprehensive planning at continuing education, but to do some getting up to speed for everybody that would count for our helpers.

Mr. Cunningham: So I believe Tia sent something out recently. The ACOG, Appalachian Council of Government, does a training which all board members can attend. They have two training, one continuing education and another for new board members.

Dr. Stone: Sometimes they're on different topics, because I've been to historic preservation related topics. Of course, I think we all did a lot of stuff online for the past two years. If there was some way, somebody who was MASC approved who could do something for all of us at once.

Mr. Cunningham: Just like a specific course on zoning so that we all understand current methodology and we're all in a similar mindset. If four of our councils have to deal with this.

Mr. Spencer: Not unlike the individual who you and I heard in Greenville for our most recent continuing education credits.

Dr. Stone: My main thing is it might be... If you've got nine hard members, seven BZA members, seven of us and five DRB members, all of whom are going to have to have probably some voice in the process, it might be nice if we all heard this. I mean, I realize getting all 28 people together once is... whatever many that is, is probably going to be impossible, but I'd rather do something in Spartanburg than have to find a way to Greenville or Gaffney or somewhere like that. That's just a thought.

Dr. Stone: So we'll talk about... perhaps talk in July, then, about what the process looks like for those on the ordinance. Any other questions for staff? And I forgot, even though it was right at the top of my note, to introduce Oksana Holbrooks, who is the new administrative assistant in the Planning Department who is over here, helping keep up with what we're supposed to be doing this evening. So welcome and glad to have you as part of the city staff team. Any other questions? If somebody wants to move to table this to when the staff is ready to bring it back, it's not... I don't know if it's on the floor or not, but if we need to do something to get it off the floor, we can always move to table the discussion.

Mr. Spencer: I move that we table further discussion of the proposed comprehensive plan until the additional work which Mr. Livingston has just outlined for us is completed.

Mr. Cunningham: Second.

Dr. Stone: It's moved and seconded to table discussion on the comprehensive plan. Actually, I've gotten ahead of myself. Even though we don't have anything that anybody needs to respond to, we have people in the audience and it never hurts for people in the audience to have a right to speak. So if anybody wishes to offer any comment on the comprehensive plan, where we are at this point, you're welcome to raise your hand and come up and do that. I don't want to have anybody lose the opportunity.

But since nobody seems to be moving to the podium, we won't have to do that. All right. We have a motion on the floor, all in favor to table, say aye.

Commissioners: Aye.

**On a motion by Dr. Stone, and seconded by Mr. Cunningham, the item was tabled until further notice by a vote of 5 to 0.**

Dr. Stone: Aye. Any opposed? All right. There is no new business before the Commission this evening. Site and landscape, no site and landscape plans have been approved since our last meeting. On item nine, actually, City Council did pass a development agreement related to something that we sent them on the Union Street from Lat Purser's project, and they passed something else on the 2nd. I think... Didn't they have another rezoning that they approved on the-

Dr. Stone: They did approve first reading of our townhouse project on East Main Street on Monday night. And also asked some of the same questions or audience was there to ask some of the same questions that people ask of us. So that's been proved as first reading. I will mention that I did attend SPATS Policy on Monday. We got a good briefing from some of the staff at the South Carolina Department of Transportation on how they... why it takes so long for them to do road projects and then got updates on a number of other projects. I did see Ernie Boughman from Toole Design there and asked him how our downtown transportation or our downtown traffic study was going and he said they hadn't really gotten started on it too much at this point, they were going on some other things. So I don't know if you know anything else about the traffic study.

Mr. Livingston: For the downtown transportation study, one of the requirements in that study was to take a look at the priorities of SPATS and the top 10 priorities and prioritize those and make recommendations for those. They have started on that. The reason they haven't started on the city's is because the traffic counts are needed, and the traffic counts couldn't start until we had a signed agreement because it's federal funded. So we have to wait until August for the traffic studies and those traffic studies will determine how we proceed with the downtown transportation.

Dr. Stone: Okay. Any other questions about any of those items?

Mr. Wilson: No, sir.

Dr. Stone: Yep. All right. Item nine. Apparently we need to elect the chair and vice chair for the next year.

Mr. Cunningham: Or keep the ones we have.

Dr. Stone: Or keep the ones we have. I'll go out and go ahead and say, I'm happy to continue to serve for the next year if you all want me.

Mr. Cunningham: Same here.

Jerry Wilson: I will make a motion that the Commission vote on chair Dr. Stone remaining in that position for the next year, along with Mr. Cunningham continuing to serve as vice chair of the Commission for the next year as well.

Mr. Spencer: I second that motion.

Dr. Stone: All right. It has been moved and seconded and all in favor, say aye.

Commissioners: Aye.

Dr. Stone: Any opposed? And it is done. Thank you all very much.

**On a motion by Mr. Wilson, seconded by Mr. Cunningham, Dr. Stone was selected as Chair, and Mr. Cunningham as Vice-Chair, by a vote of 5 to 0.**

Dr. Stone: Staff announcements.

Mr. Livingston: The only announcement, Mr. Chairman, was that we have a new staff member on board. That's Oksana Holbrooks, who will be serving as our administrative assistant.

Mr. Cunningham: How do you spell her first name?

Mr. Livingston: O-K-S-A-N-A. Oksana.

Ms. Whitner: I would like to say, welcome to the teams that can have me on board. And I would also like to say happy Father's Day to the dads in the Commission.

Dr. Stone: Thanks. All right. Anything else? If not, we will be out of here in 17 minutes. Is there a motion to adjourn?

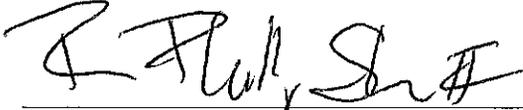
Jerry Wilson: So moved.

Dr. Stone: And there. And I second and all in favor of adjourning, say aye.

Commissioners: Aye.

Dr. Stone: And we will see you all next month. You're adjourned.

**Meeting adjourned at 5:52 PM.**



Dr. Phillip Stone, II, Chairman