City of Spartanburg

Planning Commission Meeting Minutes
January 15, 2026, at 5:30 PM
Dr. T.K. Gregg Community Center

I. Call to Order.

Chair **Philip Stone** called the meeting of the Spartanburg Planning Commission to order at approximately **5:30 p.m.** The meeting was conducted in accordance with the rules of procedure adopted by City Council. Public notice was provided in compliance with the South Carolina Freedom of Information Act and the City of Spartanburg Zoning Ordinance.

II. Roll Call.

Commissioners present:

- Philip Stone, Chair
- Warwick Spencer, Vice Chair
- Jemar Brown
- Reed Cunningham

Staff present:

- Fredalyn Frasier, Planning Director
- Ben Jones, Senior Planner

III. Freedom of Information Act Compliance – Public notification of the Planning commission meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the Requirements of the City of Spartanburg Zoning Ordinance.

IV. Rules and Procedures for Meeting Conduct.

V. Approval of Agenda.

Motion: Approve the agenda as published
Moved by: Spencer
Seconded by: Cunningham
Vote: Approved unanimously

VI. Approval of Minutes.

Motion: Approve the minutes of the November 20, 2025 Planning Commission meeting as written

Moved by: Spencer
Seconded by: Brown
Vote: Approved unanimously

VII. Old Business.

None.

VIII. New Business

1. Rezoning Request

1619 John B. White Senior Boulevard
From: R-15 (Single-Family Residential)
To: B-1 (Neighborhood Shopping District)
Applicant: TWP Acquisitions, LLC
Owner: Ruth Hildman
Proposed Use: Dutch Bros Coffee (drive-through)

Staff presented the rezoning request, noting:

- The property is approximately one acre and currently contains a single-family residence.
- Surrounding properties are predominantly zoned B-1, with commercial development along the John B. White Sr. Boulevard corridor.
- The Comprehensive Plan designates the area as a **G5 Center Infill Growth Sector**, supporting commercial redevelopment.
- Utilities (water and sewer) are available.
- A public information meeting was held with no public attendance and no comments received.

The applicant's representative provided additional details regarding shared access, existing easements, traffic considerations, and the drive-through-focused nature of the proposed business.

Commission discussion focused on compatibility with surrounding development, access management, and consistency with the Comprehensive Plan.

Public Hearing

- **Opened and closed** with no public comments received.

Motion: Recommend approval of the rezoning request from R-15 to B-1
Moved by: Cunningham
Seconded by: Spencer
Vote: Approved unanimously

The rezoning request will be forwarded to City Council for public hearing and consideration.

2. Planning Commission Bylaws Review

Staff presented proposed updates to the Planning Commission bylaws, incorporating prior commissioner comments and administrative revisions. Key changes included:

- Updated references to Chair and Vice Chair titles
- Clarification of meeting time and location language
- Addition of provisions for virtual attendance
- Removal of secret ballot voting
- Expanded public comment procedures
- Clarification of conflict-of-interest disclosures
- Additional duties for Chair and Vice Chair
- Formatting and administrative updates

Commission discussion included flexibility for meeting location language, clarification of attendance requirements, and inclusion of meeting conduct rules as an exhibit or reference.

Motion: Approve the bylaws as amended, including noted editorial and administrative revisions
Moved by: Spencer
Seconded by: Cunningham
Vote: Approved unanimously

The bylaws were approved without need for City Council action.

IX. Staff Announcements

- The Planning Commission will continue meeting at the Dr. T.K. Gregg Community Center, with facility improvements forthcoming.
- Staff is working to expand accessible continuing education opportunities for board members, including potential local and virtual training sessions.
- Staff announced the departure of the Senior Administrative Assistant, with recruitment underway for a replacement.

X. Adjournment

Motion: Adjourn
Moved by: Spencer
Seconded by: Brown
Vote: Approved unanimously

The meeting was adjourned at 6:07 p.m.

R Phillip Stone II

Dr. Phillip Stone, Chair