

Agenda
Planning Commission
September 17, 2026, at 5:30 PM
Dr. TK Gregg Community Center
650 Howard St. Spartanburg, SC 29303

- I. Roll Call**
- II. Freedom of Information Act Compliance** – Public notification of the meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and requirements of the City of Spartanburg Zoning Ordinance.
- III. Rules and Procedures for Meeting Conduct**
- IV. Approval of Agenda**
- V. Disposition of Minutes of June 18, 2026 meeting**
- VI. Old Business:**
- VII. New Business:**
 - a. Planning staff has proposed a text amendment to Section 515.2.3.2, Composition of the Design Review Board, to increase the Board’s membership from five (5) to seven (7) members. The proposed expansion is intended to accommodate the growing volume and complexity of downtown development applications and provide additional capacity for the Board to effectively fulfill its design review responsibilities.
- VIII. Staff Announcements**
- IX. Adjournment**

Planning Department

Meeting Minutes Planning Commission

June 18, 2026 at 5:30 PM
Dr. TK Gregg Community Center
650 Howard St. Spartanburg, SC 29303

Attendance

Commissioners Present:

- Warwick Spencer, Vice Chair – Acting Chair
- Reed Cunningham
- Santiago Mariani
- Kevin DeMark

Commissioners Not Present:

- Phillip Stone, Chair
- JeMar Brown

Staff Present

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

Call to Order

Vice Chair Spencer, acting as Chair for the meeting, called the meeting to order at 5:32 PM and conducted roll call. Four members were present; two members were absent. A quorum was established.

The Acting Chair stated that public notice of the meeting had been published, posted, and mailed in compliance with the Freedom of Information Act and requirements of the City of Spartanburg Zoning Ordinance. Meeting procedures were referenced.

Approval of Agenda

Mr. Mariani stated before the vote that he had not been present at the previous meeting and believed he should abstain. On a motion by Mr. Cunningham and seconded by Mr. DeMark, the agenda was approved with no opposition recorded.

Approval of Meeting Minutes

On a motion by Mr. DeMark and seconded by Mr. Cunningham, the May 21, 2026 Planning Commission meeting minutes were approved with no opposition recorded.

Old Business

None.

New Business

The only item of new business on the agenda was a request to rezone two parcels. Planning staff informed the Commission that the applicant had withdrawn the rezoning request. Accordingly, no new business was considered and no Commission action was taken on the request.

Staff Announcements

Planning staff introduced the Department's updated public-notice signage and notification process. Staff explained that the new signs had begun being placed that day and include a larger, sturdier design, board-specific colors, a QR code, and a rider identifying the meeting date.

Planning Department

Staff explained that the QR code directs residents to a webpage containing the project location, map, and meeting information. Each board will use a distinct sign color to make the type of case more readily identifiable. Planning Commission notices will use dark blue; Design Review Board notices will use red/orange; Architectural and Historic Design Review Board notices will use yellow; and Board of Zoning Appeals notices will use green.

Staff also announced that mailed public notices have been changed from letters in envelopes to postcards containing the same project information and QR code. The revised process is intended to streamline preparation and mailing to property owners within 400 feet while providing residents with easier access to additional case information.

Vice Chair Spencer asked whether the Department planned to track the effect of the new signs and QR codes on neighborhood-meeting participation. Staff noted that the signs had only just been deployed but expressed interest in monitoring participation and use of the new notification tools.

Adjournment

On a motion by Mr. Mariani and seconded by Mr. DeMark, the meeting was adjourned with no opposition recorded at approximately 5:39 PM.

Warwick Spencer, Acting Chair

September 17, 2026

To: The City of Spartanburg Planning Commission

Re: **Proposed Text Amendment.** Staff has proposed a text amendment to Section 515.2.3.2 Composition of Design Review Board.

DRB Expansion – Staff Report Content for Planning Commission

The proposed amendment is intended to strengthen the Design Review Board's ability to effectively administer the Downtown Code by increasing membership to accommodate the growing volume and complexity of development applications, improve the Board's ability to maintain a quorum when recusals occur, and broaden the range of expertise and community representation available during design review.

The amendment creates two additional positions: one professional member with expertise in a design, planning, engineering, construction, historic preservation, or related field, and one at-large member who is a City of Spartanburg resident with a demonstrated interest in the quality, character, and development of downtown.

The proposed amendment does not modify the Design Review Board's authority, responsibilities, or review standards. It only changes the composition of the Board to improve its effectiveness and ensure continued administration of the Downtown Code.

Benefits

The proposed amendment will:

- Add professional capacity to address increasingly complex development proposals.
- Ensure community perspectives are represented through a dedicated at-large appointment.
- Improve the Board's ability to achieve a quorum and reduce meeting cancellations.
- Reduce delays in application review resulting from member absences or recusals.
- Strengthen confidence in the design review process by balancing technical expertise with community representation.
- Support continued high-quality redevelopment consistent with the vision of the Spartanburg Downtown Code.

Staff Recommendation

Staff request that the Planning Commission recommend approval to City Council of an amendment to Section 2.4.2 of the Spartanburg Downtown Code to expand the Design Review Board from five (5) members to seven (7) members.

If you have any questions or comments, please contact me at (864) 596-2068 or by email at planning@cityofspartanburg.org.

Sincerely,

Nan Zhou

Nan Zhou, AICP

Planner II

City of Spartanburg Planning Department

cc: Fredalyn M. Frasier, Planning Director