



Planning Commission Agenda

The Town of Lyman Planning Commission will meet on October 27, 2026, at 6:00 p.m. at Town Hall located at 81 Groce Road on the following:

- I. Call to Order (opening remarks)**
- II. FOIA and Roll Call by Planning & Zoning Administrator, Establishment of a Quorum**
- III. Minutes of the Planning Commission**
September 22, 2026, Planning Commission Meeting Minutes Review
- IV. New Business**
 - a. Planning Commission Notebooks
 - a. Zoning Ordinance
 - b. Land Development Regulation
 - c. 2019 Comprehensive Plan
- V. Other Business**
- VI. Adjourn**
Documents related to the requests are available for public inspection in the Planning and Zoning Office located at 81 Groce Rd.

September 22, 2026

1. Call to Order

The regular meeting of the Town of Lyman Planning Commission was called to order at 6:00 p.m. by Planning & Zoning Administrator Patrick Kay. Mr. Kay presided over the meeting because a Chair and Vice Chair had not yet been elected.

2. Freedom of Information Act Statement and Roll Call

Staff read the Freedom of Information Act (FOIA) statement, noting that, in accordance with South Carolina Code Title 30, Chapter 4, written notice of the regularly scheduled meeting and agenda had been publicly posted, published, and provided to local newspapers at least 24 hours prior to the meeting.

Staff also noted that, pursuant to S.C. Code §30-4-80, items may not be added to the agenda during a regularly called meeting without the required public notice except in an emergency.

Roll call was conducted with the following members present:

- Ms. Kay Humphries
- Ms. Jauntavia Padgett
- Ms. Caroline Rogers
- Mr. Carter Smith

Mr. Freier was absent.

A quorum was established with four members present.

Commission members and Mr. Kay briefly introduced themselves. Mr. Smith was welcomed as a new member of the Commission, and Mr. Kay introduced himself as the Town's new Planning & Zoning Administrator.

3. Approval of Minutes

The Commission reviewed the minutes from the June 23, 2026 Planning Commission meeting.

A motion was made and seconded to approve the minutes as presented.

Vote: Unanimous approval (4-0)

4. New Business

a. Election of Chair and Vice Chair

Election of Chair

Ms. Jauntavia Padgett was nominated to serve as Chair of the Planning Commission. The nomination was seconded. No additional nominations were made.

Vote: Unanimous approval (4-0)

Ms. Padgett was elected Chair of the Planning Commission. At her request, Mr. Kay continued facilitating the remainder of the meeting, with Ms. Padgett to assume the Chair's meeting responsibilities beginning with the next meeting.

Election of Vice Chair

Ms. Caroline Rogers expressed an interest in serving as Vice Chair and was nominated for the position. The nomination was seconded. No additional nominations were made.

Vote: Unanimous approval (4-0)

Ms. Rogers was elected Vice Chair of the Planning Commission.

b. Annexation Zoning Recommendation – Portion of Tax Parcel No. 5-10-00-017.03

The Commission considered a zoning designation for a 25-foot-wide, approximately 1,424-foot-long portion of Spartanburg County Tax Parcel No. 5-10-00-017.03, which was the subject of a pending annexation request.

Staff explained that Town Council had approved first reading of the annexation and that a public hearing and second reading would occur subsequently. Prior to final action, the Planning Commission was being asked to provide a recommendation regarding the zoning designation for the property.

The property owner requested R-15 (Residential Single-Family Low Density) zoning.

Staff explained that the proposed annexation consists of a narrow strip generally following the location of an existing Town sewer line and is intended to provide contiguity between properties. Due to the approximately 25-foot width of the strip, staff noted that the property is not practically developable as an independent building site.

Commission members reviewed the aerial map and discussed the location of the strip, the existing sewer line, the affected parcel, and the relationship of the proposed annexation to surrounding properties.

Staff recommended that the property be designated R-15 upon annexation.

Action

A motion was made to accept the staff recommendation and recommend to Town Council that the subject property be designated R-15 Residential Single-Family Low Density upon annexation.

The motion was seconded.

Vote: Unanimous approval (4-0)

The Planning Commission recommended R-15 zoning to Town Council.

5. Other Business

a. Planning Commission Orientation and Zoning Ordinance Review

Mr. Kay discussed the role of the Planning Commission and encouraged members to become familiar with the Town's Zoning Ordinance, Land Development Regulations (LDR), zoning map, and Comprehensive Plan.

Staff proposed periodically reviewing sections of the Zoning Ordinance and LDR with the Commission to improve members' familiarity with the regulations and identify provisions that may warrant amendment or clarification. Mr. Kay stated that he would prepare recommendations for potential ordinance changes for Commission review as appropriate. The Commission would then determine whether to recommend proposed amendments to Town Council.

Staff also discussed the importance of using current versions of Town ordinances because adopted amendments may not immediately appear in printed copies during the codification process. Mr. Kay offered to provide Commission members with printed copies of the current Zoning Ordinance and Land Development Regulations and information regarding the Town's zoning map.

b. Comprehensive Plan

The Commission discussed the Town's Comprehensive Plan and the possibility of additional review and updates.

Mr. Kay discussed the importance of broad community participation in comprehensive planning and explained the relationship between the Comprehensive Plan, Future Land Use Map, existing zoning, and decisions concerning future development and rezoning requests.

Commission members noted that the Comprehensive Plan had previously been discussed and reviewed, including prior workshops, but expressed interest in continuing that work.

The Commission discussed potentially working with the Appalachian Council of Governments (ACOG) to assist with future Comprehensive Plan review and updates.

c. Planning Commission Training

Staff reminded members of the training and continuing-education requirements applicable to Planning Commission members.

Mr. Kay advised that training opportunities are available through ACOG, including online and in-person options. Members were encouraged to attend in-person training when possible to provide opportunities to interact with planning and zoning officials from other jurisdictions.

Mr. Smith requested assistance in determining and scheduling the required initial training. Staff indicated that training records and available courses would be reviewed and assistance would be provided.

d. Future Planning and Development

The Commission discussed the value of proactively reviewing the Town's development regulations and zoning map in light of anticipated growth.

Staff suggested evaluating how existing zoning and development regulations would apply to potential development scenarios in different areas of Town, including areas along U.S. Highway 29, to identify potential inconsistencies or regulatory changes that may be appropriate before development applications are received.

Staff also informed the Commission that the Town was considering a new Downtown Master Plan and noted previous planning work involving the mill area. These planning efforts may provide additional opportunities for the Commission to consider the Town's future growth and development.

6. Adjournment

With no additional business or comments, a motion was made and seconded to adjourn the meeting.

Vote: Unanimous approval.

The meeting adjourned at 6:29 p.m.