



**CITY OF FLORENCE PLANNING COMMISSION
CITY CENTER – COUNCIL CHAMBERS
324 WEST EVANS STREET, FLORENCE, SC
TUESDAY, JULY 14, 2026 – 6:00 P.M.
REGULAR MEETING AGENDA**

- I. Call to Order**
- II. Invocation and Pledge of Allegiance**
- III. Approval of Minutes** Regular meeting on June 9, 2026
- IV. Matter in Position for Action**

PC-2026-19 Request for a commercial easement to be included with the subdivision of the parcel located at 513 South Coit Street, identified as Florence County Tax Map Number 90075-04-009.
- V. Matter in Position for Action**

PC-2026-20 Request for a commercial easement to be included with the subdivision of the parcel located at 2925 West Palmetto Street, identified as Florence County Tax Map Number 00100-01-108.
- VI. Matter in Position for Action**

PC-2026-21 Request for sketch plan review of the subdivision to be located along Stokes Road, identified as Florence County Tax Map Number 00121-01-065.
- VII. Adjournment** Next regular meeting is scheduled for August 11, 2026.

CITY OF FLORENCE, SOUTH CAROLINA PLANNING COMMISSION

JUNE 9, 2026 MINUTES

MEMBERS PRESENT: Charlie Abbott, Drew Chaplin, Shelanda Deas, Jerry Keith, Jr., Bryant Moses, and Michael Valrie

MEMBERS ABSENT: Charles Howard, Mark Lawhon, and Xavier Sams

STAFF PRESENT: Jerry Dudley, Patty Falcone, Derek Johnston, and Alane Zlotnicki

CALL TO ORDER: Chairman Drew Chaplin called the meeting to order at 6:01 p.m.

INVOCATION & PLEDGE: Chairman Chaplin asked Mr. Moses to provide the invocation, which he did. He then led everyone in the Pledge of Allegiance.

APPROVAL OF MINUTES: Chairman Chaplin asked Commissioners if any changes needed to be made to the May 12, 2026 meeting minutes. There being no changes or discussion, Mr. Moses moved to approve the minutes, Mr. Valrie seconded, and the motion passed unanimously (6-0).

PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:

PC-2026-17 Request to rezone from NC-6.1 to CR the parcel located at 107 South Homestead Drive, identified as Florence County Tax Map Number 90034-17-005.

Chairman Chaplin read the introduction to PC-2026-17, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission.

Chairman Chaplin asked her to point out the adjacent CR zoning and asked about the house to the right of the subject property. She walked the commissioners through the zoning map, pointing out that most lots face either West Evans Street and are zoned commercial, and the rest are residential and face King Avenue. She said she received one phone call about the request from an interested neighbor, who just expressed gratitude that something was being done with the vacant house, with no preference given for residential or commercial development going in.

Mr. Keith asked if anyone lived in the house; she said no. Chairman Chaplin commented that it has been under renovation for a while. Mr. Moses asked about the real estate office, and Mrs. Zlotnicki said they would have to put in adequate buffering and parking.

There being no other questions for staff, Chairman Chaplin opened the public hearing. He said that he struggled with this request because of the one single family home between it and the commercial zoning along West Evans Street. There is a demand for infill development in the City. He encouraged the commissioners to give their thoughts on this request.

Mr. Abbott asked Mrs. Zlotnicki if the developer would continue to renovate the house for use as a single family residence if the rezoning was denied; she said that the applicant was present for any questions.

Chairman Chaplin asked Mr. Trevis Cooper to speak as the applicant to answer questions.

Mr. Abbott asked Mr. Cooper if he would continue to renovate the house if the rezoning was denied. He said he purchased it to use as a short term rental or duplex, but zoning told him he couldn't do that. He was recently licensed as a real estate agent and felt that it would be appropriate as low key commercial infill development. Mr. Abbott said that he asked because he didn't want it to remain vacant if it wasn't rezoned. It's been vacant for over 5 years.

Mr. Keith asked Mr. Cooper if he'd looked at accommodating parking onsite; he said he would do that after this step.

Chairman Chaplin asked Mrs. Zlotnicki what uses were acceptable under CR. She said other office spaces were most likely because it's too small to accommodate the parking needed for a restaurant.

Mr. Valrie mentioned that Mr. Cooper is at a standstill until the Commission makes a decision on the rezoning. He thinks what matters is that someone is doing something with a vacant building, and having his real estate office here could give him the ability to develop more single family houses elsewhere. He doesn't have any issues with it. Ms. Deas said that since there are commercial uses nearby she's comfortable with it.

There being no one else to speak about the matter, Chairman Chaplin closed the public hearing and called for discussion or a motion.

Mr. Moses moved to approve the request to rezone the lot as submitted, Ms. Deas seconded, and the motion to approve the rezoning passed 5-1, with Chairman Chaplin voting no.

PC-2026-18 Request for sketch plan review of Howe Springs Townhomes, located at 235 East Howe Springs Road, identified as Florence County Tax Map Numbers 00152-01-127 and 00152-01-017.

Chairman Chaplin read the introduction to PC-2026-18, then asked Mr. Johnston for the staff report as submitted to Planning Commission.

Mr. Valrie asked if these would be low income rentals. Chairman Chaplin and Mr. Dudley said they expected they would be market rate.

There being no questions for staff and no public hearing required, Chairman Chaplin called for discussion or a motion.

Mr. Keith moved to approve the request, Mr. Abbott seconded, and the motion to approve the sketch plan passed unanimously (6-0).

ADJOURNMENT: There being no other business, Chairman Chaplin called for a motion to adjourn. Mr. Moses moved to adjourn, Mr. Keith seconded, and the motion passed unanimously (6-0). Chairman Chaplin adjourned the meeting at 6:22 p.m. The next regular meeting is scheduled for July 14, 2026.

Respectfully submitted,

Alane Zlotnicki, AICP

Senior Planner

DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT

STAFF REPORT TO THE

CITY OF FLORENCE PLANNING COMMISSION

JULY 14, 2026

AGENDA ITEM: PC-2026-19 Request for a commercial easement to be included with the subdivision of the parcel located at 513 South Coit Street, identified as Florence County Tax Map Number 90075-04-009.

I. IDENTIFYING DATA:

Owner	Tax Map Number
Helpers LLC	90075-04-009

I. ISSUE UNDER CONSIDERATION:

The applicant is requesting Planning Commission approval of a proposed commercial easement to grant access to four quadraplexes following an impending parcel split.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for approval. It has not been considered, nor has any previous action been taken, by the Planning Commission. A public hearing and City Council approval are not required.

III. CURRENT AND SURROUNDING ZONING AND USES:

Current Zoning:	Commercial Reuse (CR)
Current Use:	Four four-unit apartment buildings on a single parcel
Proposed Use:	Four four-unit apartment buildings on separate parcels
North:	CR; Commercial offices
South:	CR; Commercial offices
East:	CR; Commercial offices and single family detached houses
West:	NC-6.2; Single family detached houses

III. POINTS TO CONSIDER:

- (1) Section 4-14.2.4L.2 of the *Unified Development Ordinance* states “In the case of development of a large nonresidential or mixed use parcel, with the approval of the Planning Commission, a private

access easement may be permitted if the owner establishes an adequate permanent easement to a driveway that provides ingress and egress from the newly subdivided parcel to a public street. The easement and driveway must have sufficient width in the view of the Planning Commission.”

- (2) The 0.85 acre lot is owned by Helpers LLC and is zoned Commercial Reuse (CR). The single lot contains four 3,382 square foot buildings, each containing four apartments. The owner is proposing to subdivide the parcel into four lots in order to provide a separate lot for each apartment building.
- (3) Because of the location of three of the quadraplexes off South Coit Street, subdividing the lot results in three landlocked parcels without access to a public street. Public access is required for each lot in the City of Florence and therefore the proposed subdivision is not compliant with Section 4-14.2.4L.1, which states “Each lot to be subdivided shall have frontage on an existing public street right-of-way.” The subdivision cannot be approved administratively.
- (4) In order to provide public access to the parcels, a 25 foot wide ingress/egress easement is proposed on the plat submitted for approval.
- (5) All four buildings meet the setbacks for the Commercial Reuse district as platted.
- (6) If the easement is approved by Planning Commission, a summary plat of the subdivision (Attachment E) will be submitted to City Staff for review. The City will ensure any utility easements or deeds required are included on the summary plat.

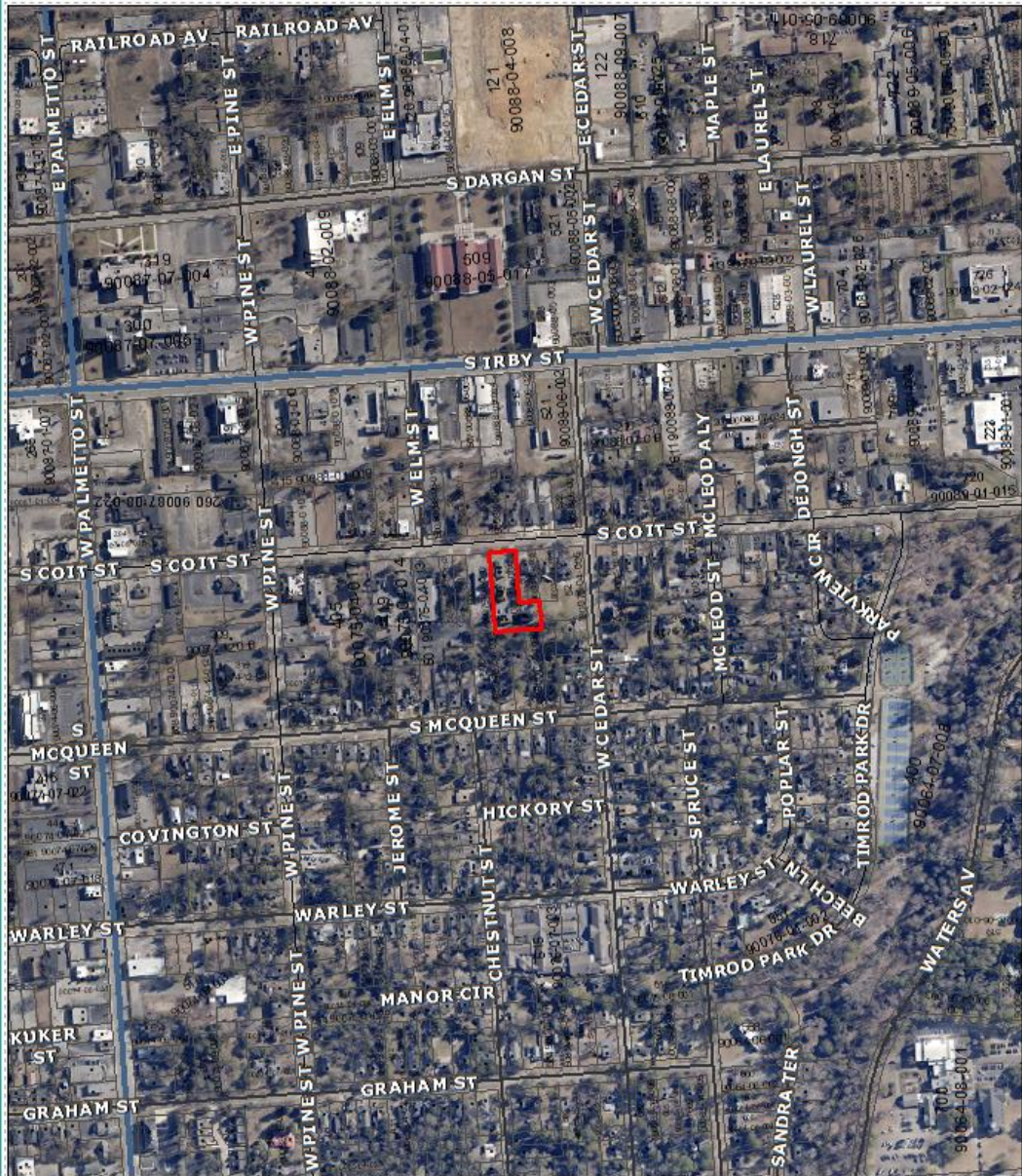
IV. OPTIONS:

Planning Commission may:

- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

V. ATTACHMENTS:

- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Proposed Summary Plat
- F) Site Photos



PC 2026-19
Location Map - 513 South Coit Street



Legend

- Parcels
- Proposed Parcel

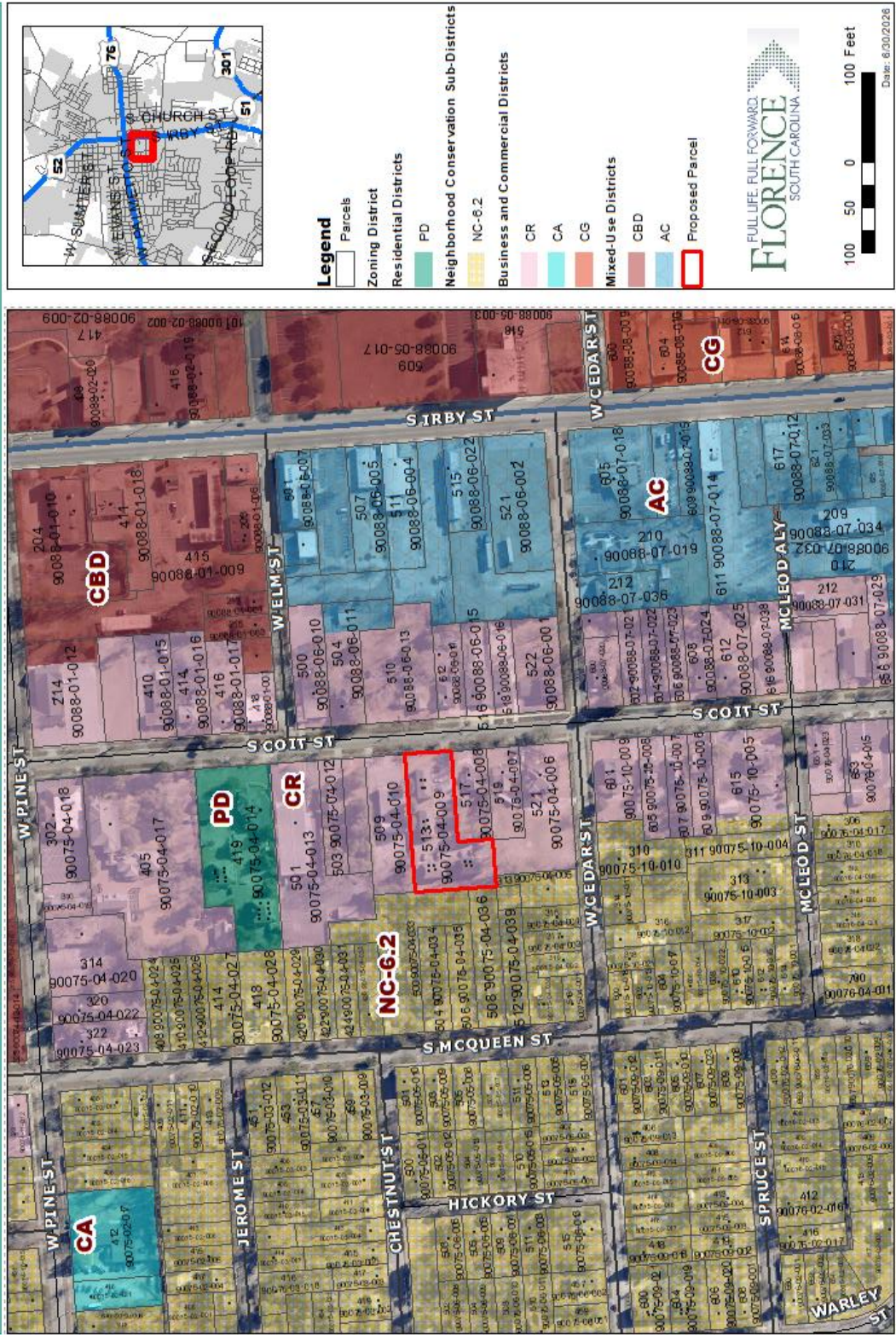


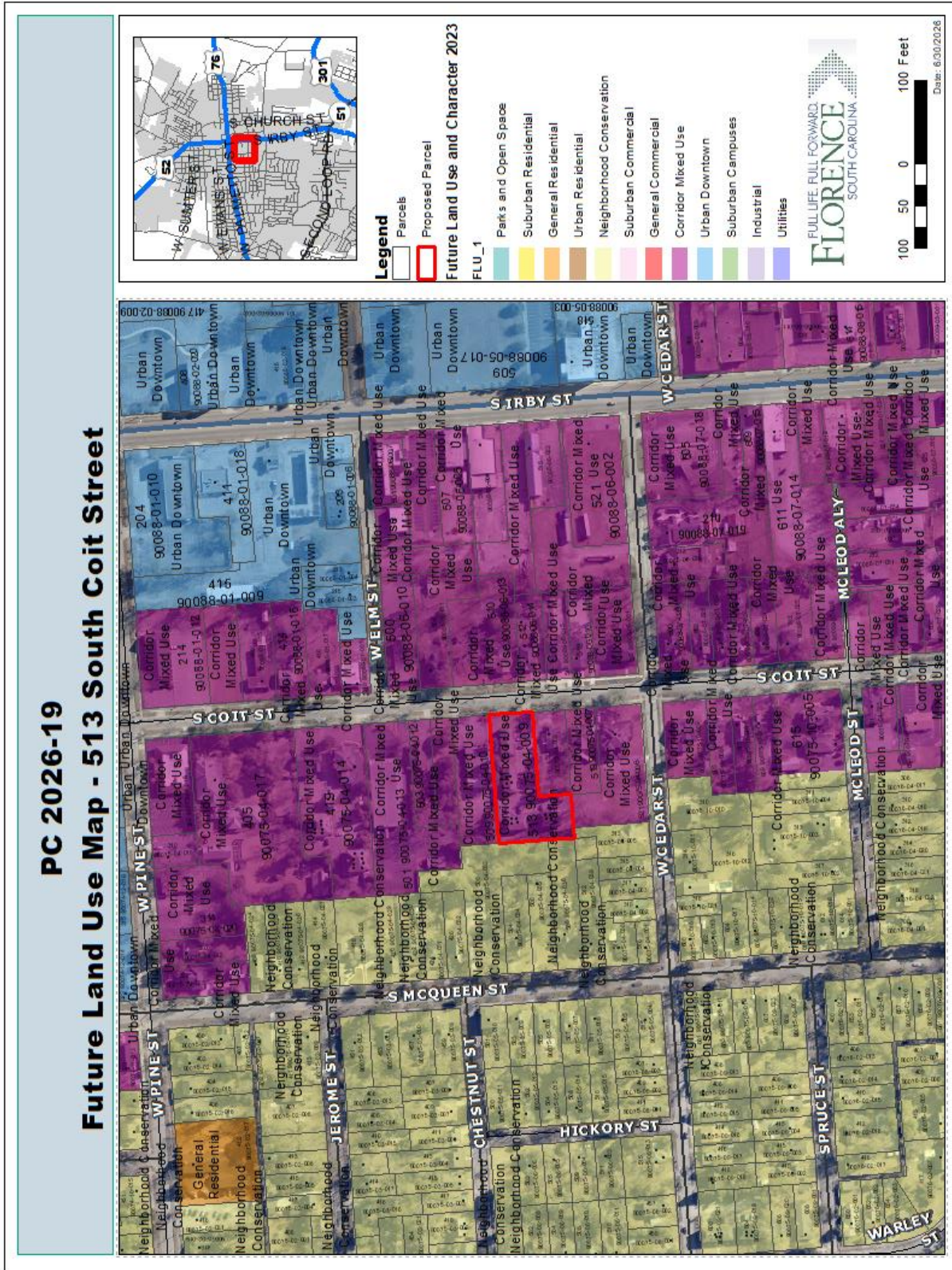
DISCLAIMER:
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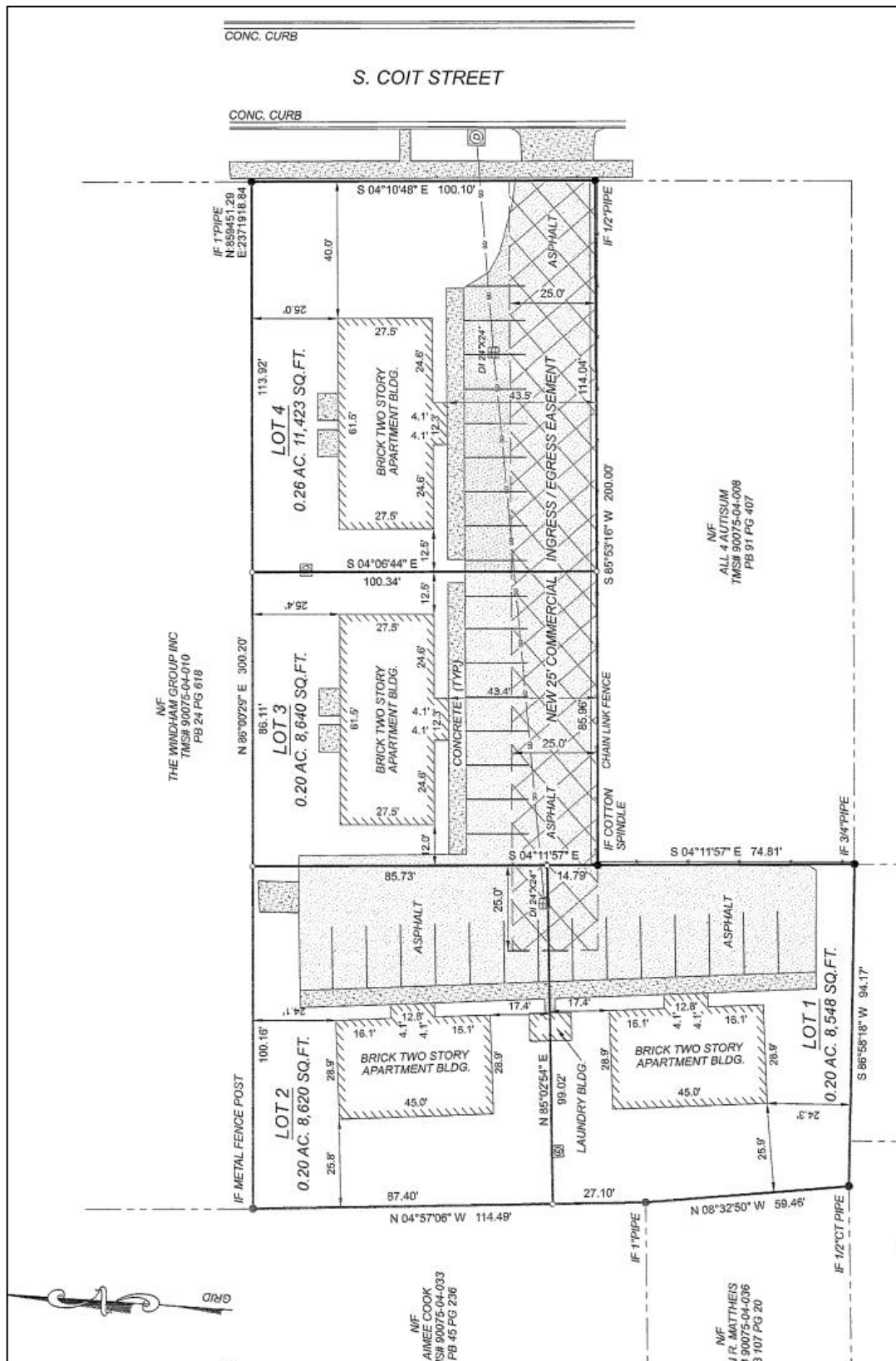
PC 2026-19

Zoning Map - 513 South Coit Street





Attachment E: Proposed Summary Plat



Attachment F: Site Photos





DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT

STAFF REPORT TO THE

CITY OF FLORENCE PLANNING COMMISSION

JULY 14, 2026

AGENDA ITEM: PC-2026-20 Request for a commercial easement to be included with the subdivision of the parcel at 2925 West Palmetto Street, identified as Florence County Tax Map Number 00100-01-108.

I. IDENTIFYING DATA:

Owner	Tax Map Number
First Assembly of God Church	00100-01-108

II. ISSUE UNDER CONSIDERATION:

The applicant is requesting Planning Commission approval of a proposed commercial easement to grant access to a residential structure behind the First Assembly of God Church following an impending parcel split.

III. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for approval. It has not been considered, nor has any previous action been taken, by the Planning Commission. A public hearing and City Council approval are not required.

IV. CURRENT AND SURROUNDING ZONING AND USES:

Current Zoning: Campus
Current Use: First Assembly of God Church and Single Family Detached House (traditional parsonage) on a single parcel
Proposed Use: First Assembly of God Church and Single Family Detached House on separate parcels

North: RG-3; single family detached houses
South: CA and RU; Florence Seventh-Day Adventist Church & vacant land
East: RG-3; single family detached houses
West: CG; vacant land

V. POINTS TO CONSIDER:

- (1) Section 4-14.2.4L.2 of the *Unified Development Ordinance* states “In the case of development of a large nonresidential or mixed use parcel, with the approval of the Planning Commission, a private access easement may be permitted if the owner establishes an adequate permanent easement to a driveway that provides ingress and egress from the newly subdivided parcel to a public street. The easement and driveway must have sufficient width in the view of the Planning Commission.”
- (2) The 6.65 acre lot is owned by the First Assembly of God Church and is zoned Campus (CA). In addition to the church, the lot contains a 3,081 square foot house, built as a parsonage in 1955. The church is proposing to subdivide the parcel to provide a 1 acre lot containing the house, which is no longer needed as a parsonage, with the remaining 5.65 acres reserved for the church building and associated parking.
- (3) Because of the location of the house behind the church building, subdividing it results in a landlocked parcel without access to a public street. Public access is required for each lot in the City of Florence and therefore the proposed subdivision is not compliant with Section 4-14.2.4L.1, which states “Each lot to be subdivided shall have frontage on an existing public street right-of-way.” The subdivision cannot be approved administratively.
- (4) In order to provide public access to the parcel containing the house, a 20 foot wide ingress/egress easement is proposed on the plat submitted for approval.
- (5) If the easement is approved by Planning Commission, a summary plat of the subdivision (Attachment E) will be submitted to City Staff for review. The City will ensure any utility easements or deeds required are included on the summary plat.

VI. OPTIONS:

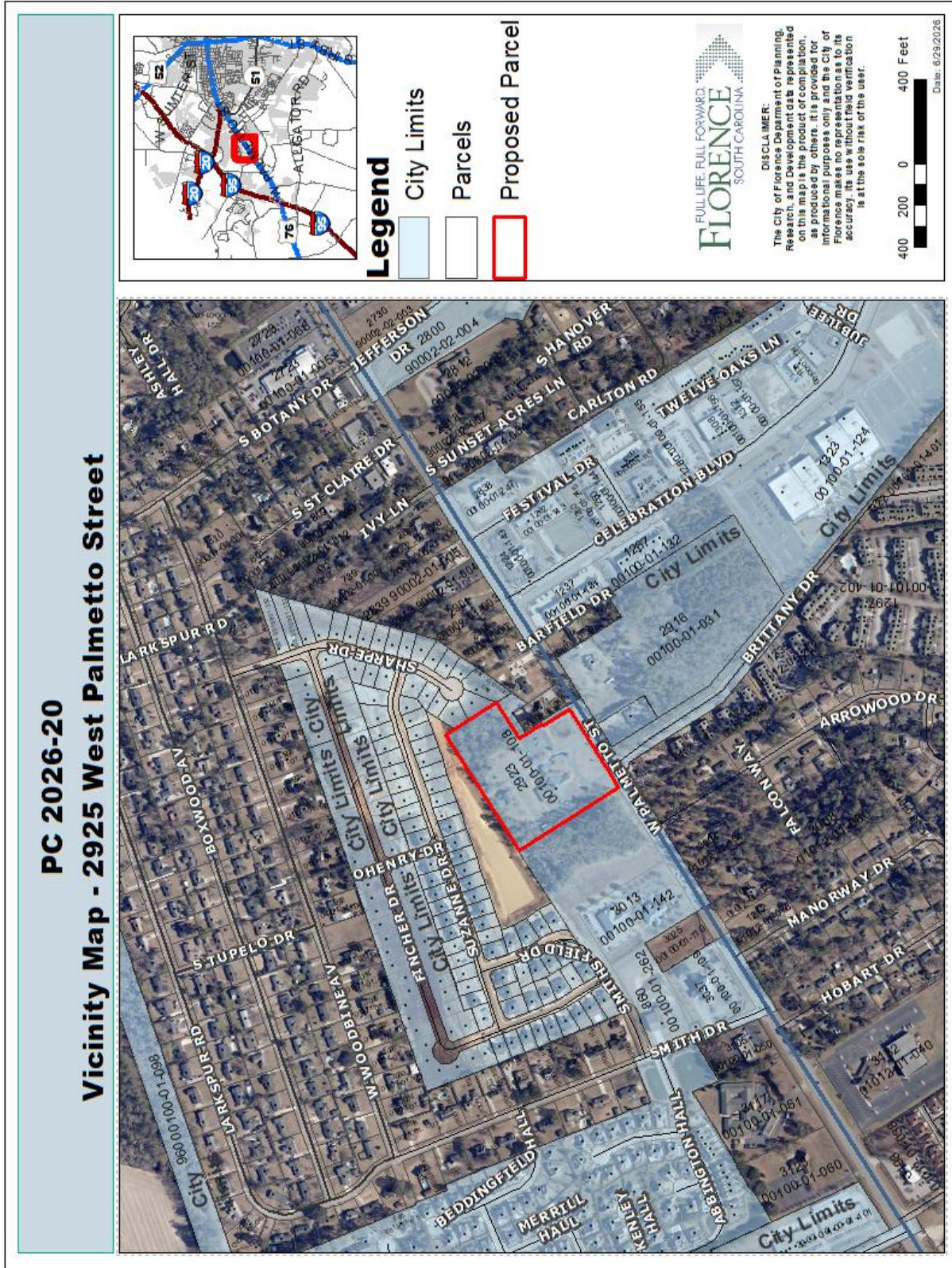
Planning Commission may:

- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

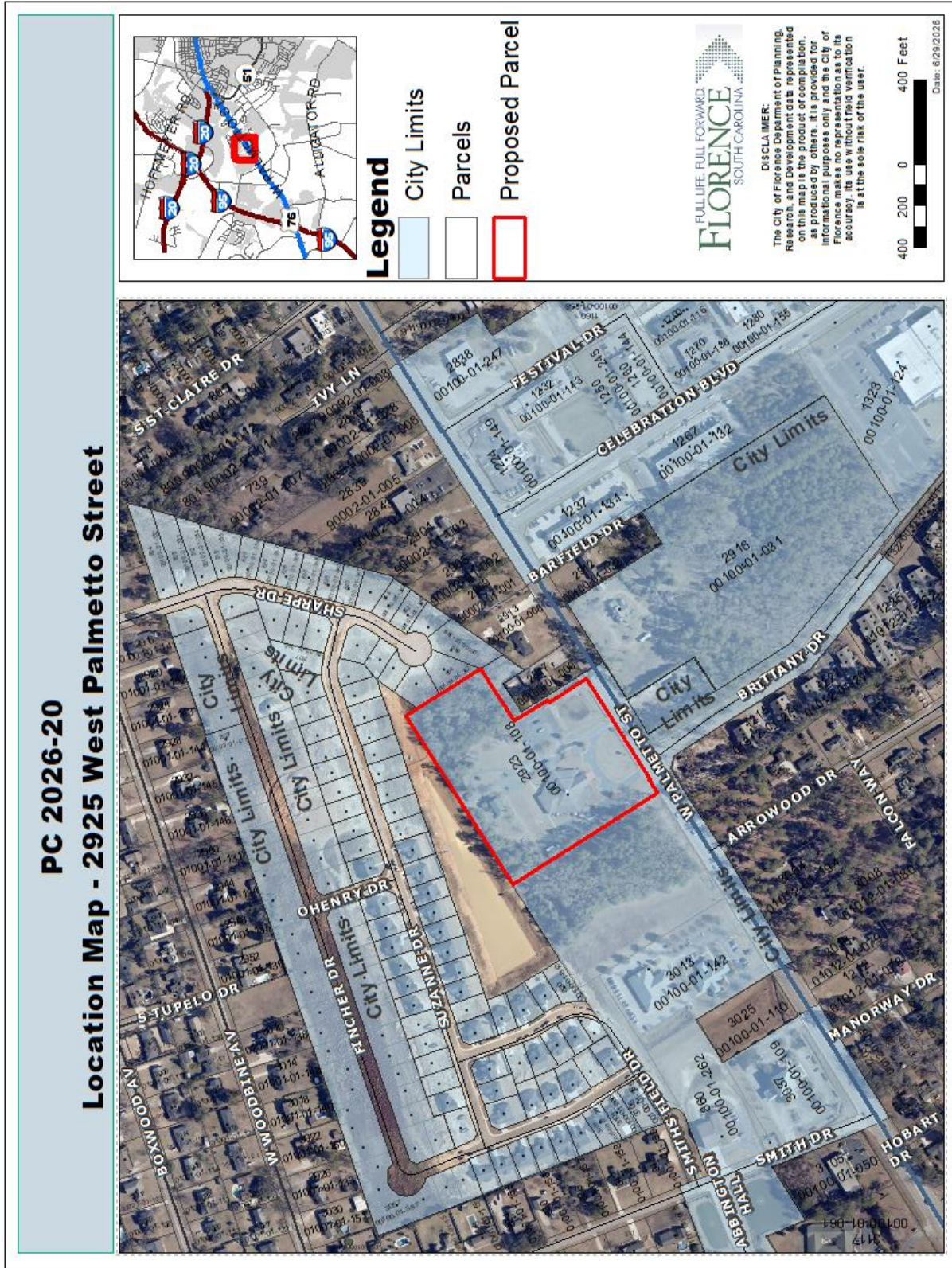
VII. ATTACHMENTS:

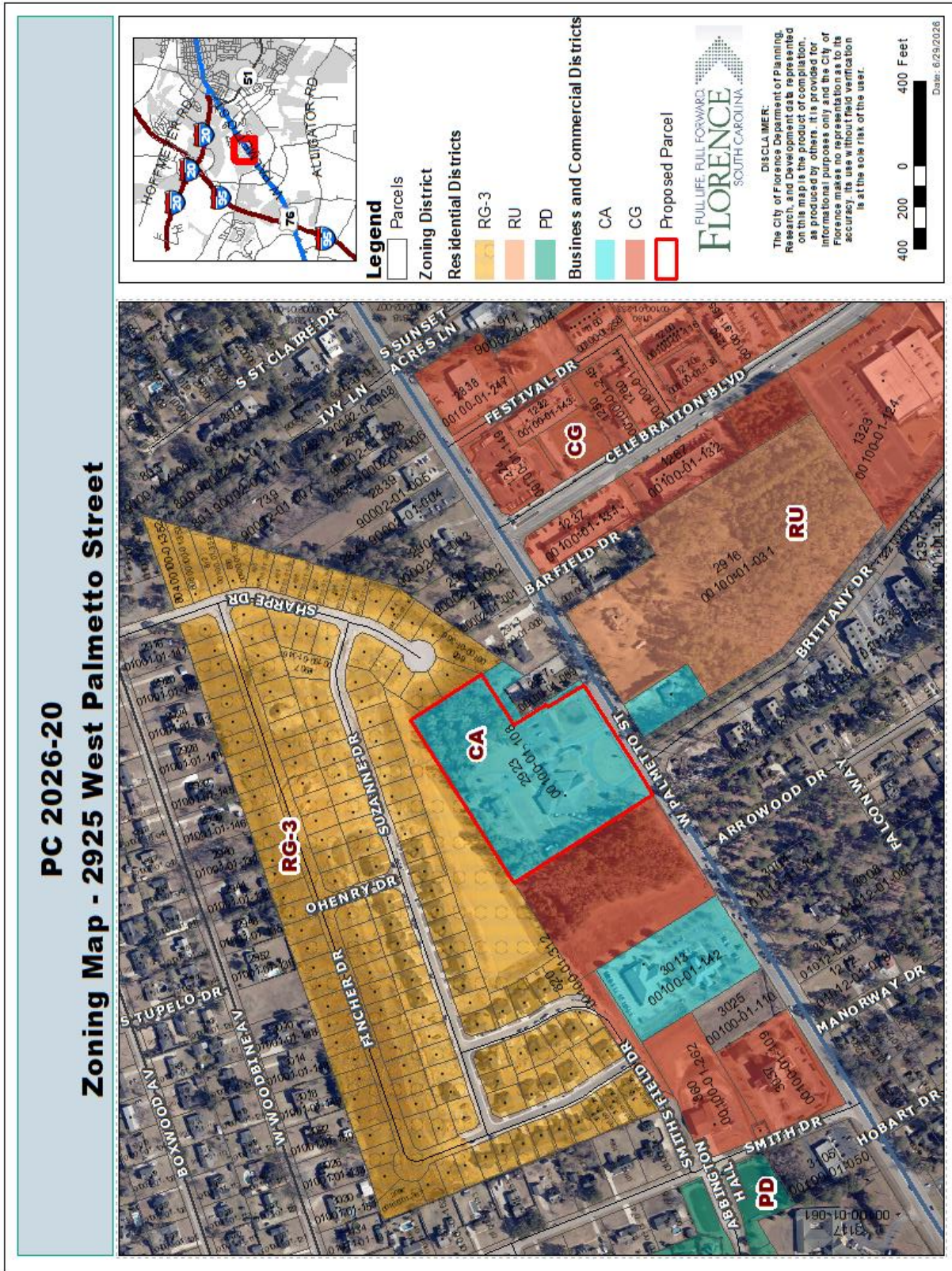
- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Proposed Summary Plat
- F) Site Photos

Attachment A: Vicinity Map

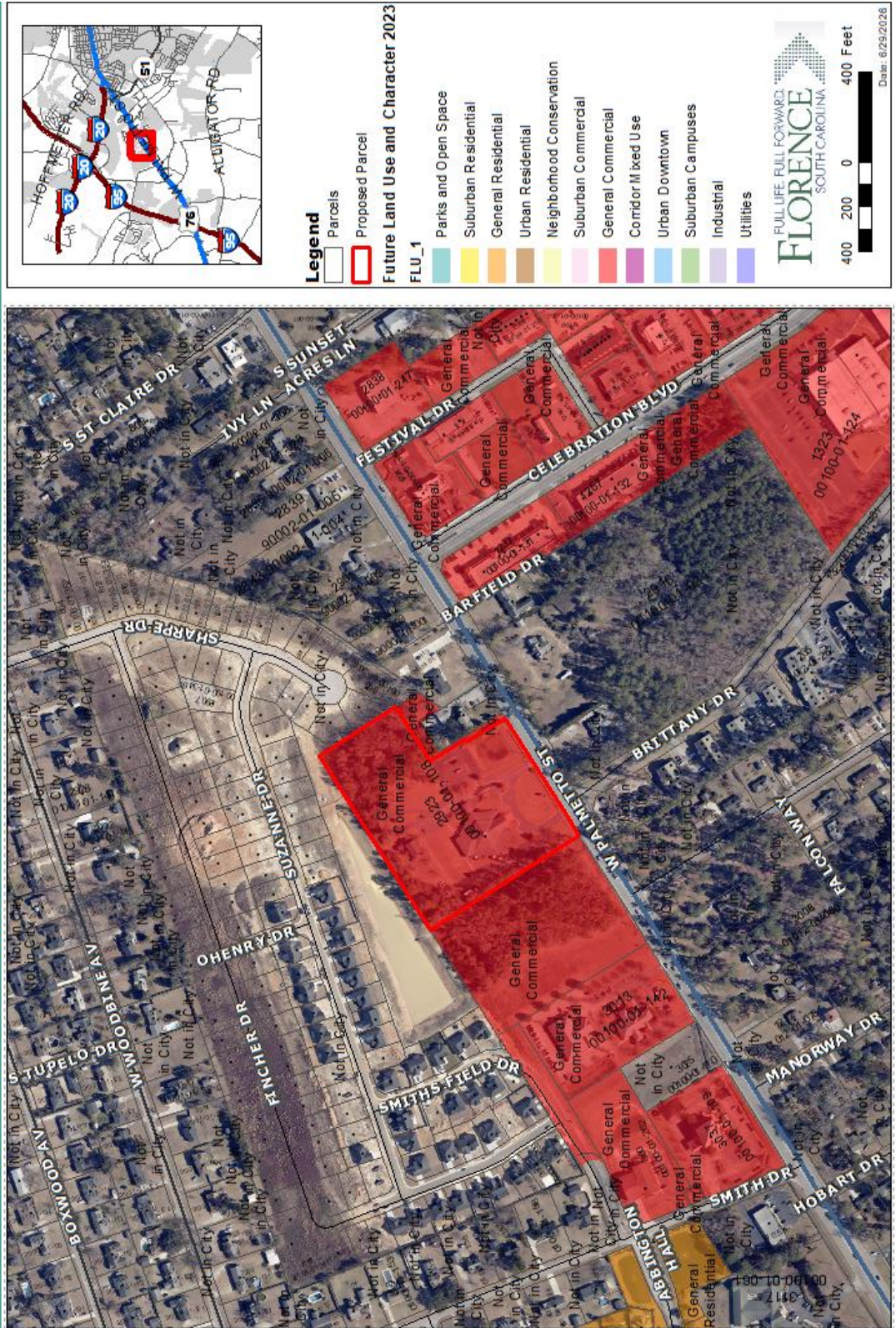


Attachment B: Location Map

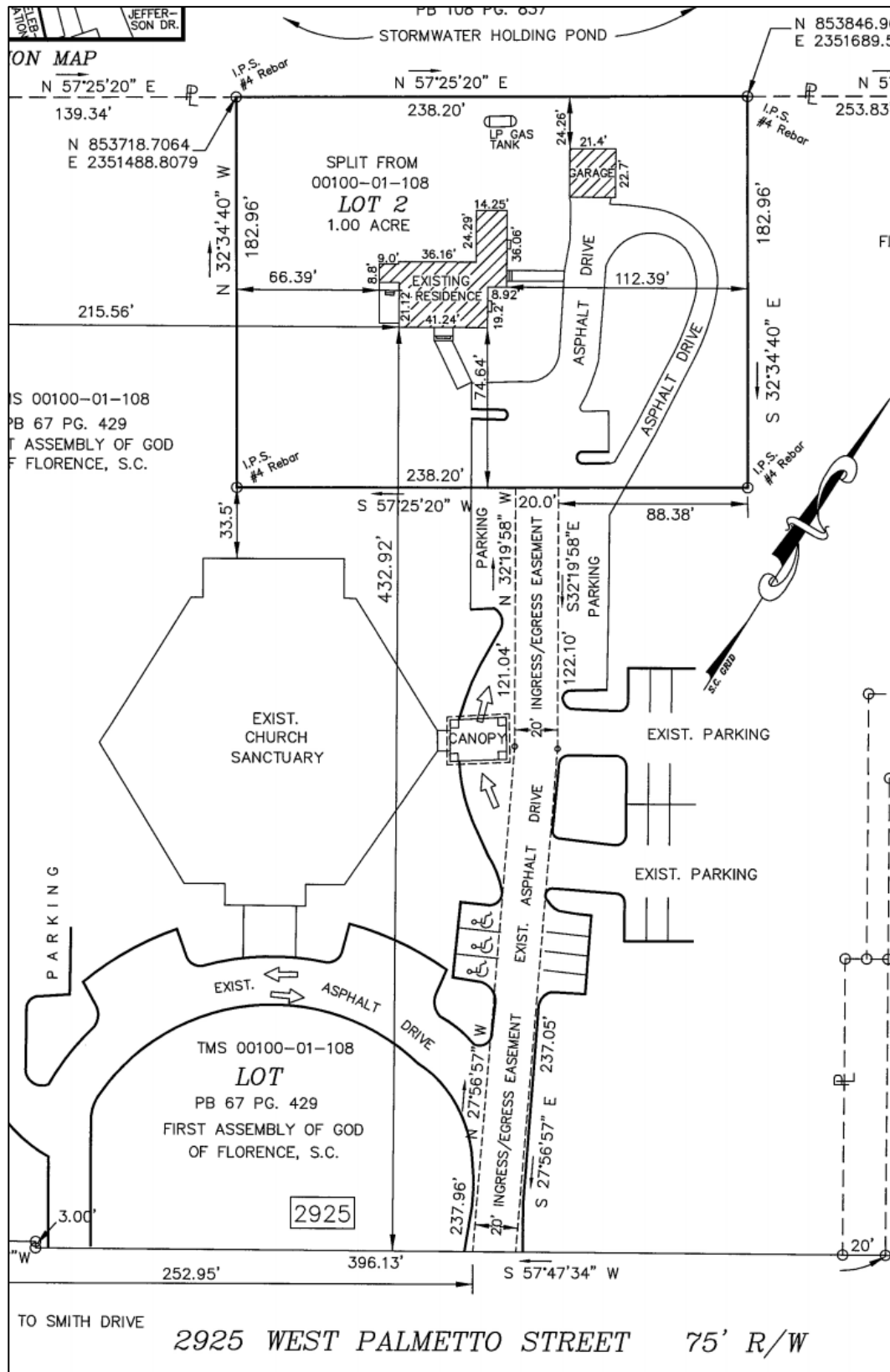




PC 2026-20
Future Land Use Map - 2925 West Palmetto Street



Attachment E: Proposed Summary Plat



Attachment F: Site Photos



The church with the house behind it (seen to the right).



The view of the house from the driveway/easement.



The view of West Palmetto Street from the easement.

DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT

STAFF REPORT TO THE

CITY OF FLORENCE PLANNING COMMISSION

JULY 14, 2026

AGENDA ITEM: PC-2026-11 Request for sketch plan review of the subdivision to be located along Stokes Road, identified as Florence County Tax Map Number 00121-01-065.

I. IDENTIFYING DATA:

Owner	Developer	Engineer	Tax Map #
Batwing LLC	Morr Group	Jones and VanPatten	00121-01-065

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for Sketch Plan Approval. Planning Commission recommended the rezoning of this parcel from Commercial General (CG) to RG-3 at the April 14, 2026 meeting, and City Council concurred, passing the request on second reading on June 8, 2026.

III. GENERAL BACKGROUND DATA:

Current Zoning: General Residential (RG-3)
Current Use: Vacant
Proposed Use: Single-Family Detached Homes

IV. SURROUNDING ZONING AND LAND USES:

North: Planned Development District (PDD): The Presbyterian Community
South: Vacant, Unzoned (Florence County)
East: Commercial General (CG): Restaurants
West: Vacant, Unzoned (Florence County)

V. POINTS TO CONSIDER:

- (1) The Whispering Pines Subdivision is being developed as a “Cluster, Single-Family” type subdivision and consists of a proposed 155 total lots, each of which is required to have a minimum area of at least 4,500 square feet and minimum street frontage of at least 50 feet. The smaller lot area and width are afforded by meeting the 30% preservation of open space residential development standards.
- (2) The total acreage of the parcel to be platted is 43.9 acres of the total 49.3 acres available. 13.40 acres, or 30.5% of the total, will be preserved for open space.

- (3) The property is zoned RG-3 and is reviewed per the *Unified Development Ordinance* including Division 2-4.1 Standards for New Neighborhoods. The setbacks for single-family detached houses are Front: 15'; Interior Side: 5'; Street Side: 10'; and Rear: 15'.
- (4) Water and sewer services are available to the property by way of connection at the Presbyterian Road access. Water, sewer, and stormwater infrastructure will be installed within the subdivision by the developer. The property's stormwater system will be under the jurisdiction of the City of Florence's Municipal Separate Storm Sewer System (MS4) requiring plan approval by the City's Engineering Department and inspections for compliance to be conducted by the City's Compliance Assistance Department. City Sanitation will service the subdivision's roll carts.
- (5) The property contains isolated non-jurisdictional wetlands as determined by the Army Corps of Engineers in a letter to the owner in 2007. This determination letter is compliant for 5 years. Before land disturbance activities can occur and before the wetlands can be filled in, City staff will require an updated determination letter. The engineer has agreed to provide this document as part of the Development Plan submittal package.
- (6) The existing tree canopy will be preserved around the perimeter of the development as shown on the Sketch Plan to screen from adjacent parcels. New plantings will be installed to ensure the appropriate bufferyard is installed based on adjacent zoning and development.
- (7) An abbreviated Traffic Study has been provided. City Staff will make sure SC DOT approves of the subdivision's traffic generation and any necessary improvements required at the Development Plan review stage.
- (8) The Sketch Plan is compliant with the *Unified Development Ordinance*.
- (9) Following sketch plan approval, the developer will be required to submit a full Development Plan submittal package for staff review prior to any construction taking place.

V. OPTIONS:

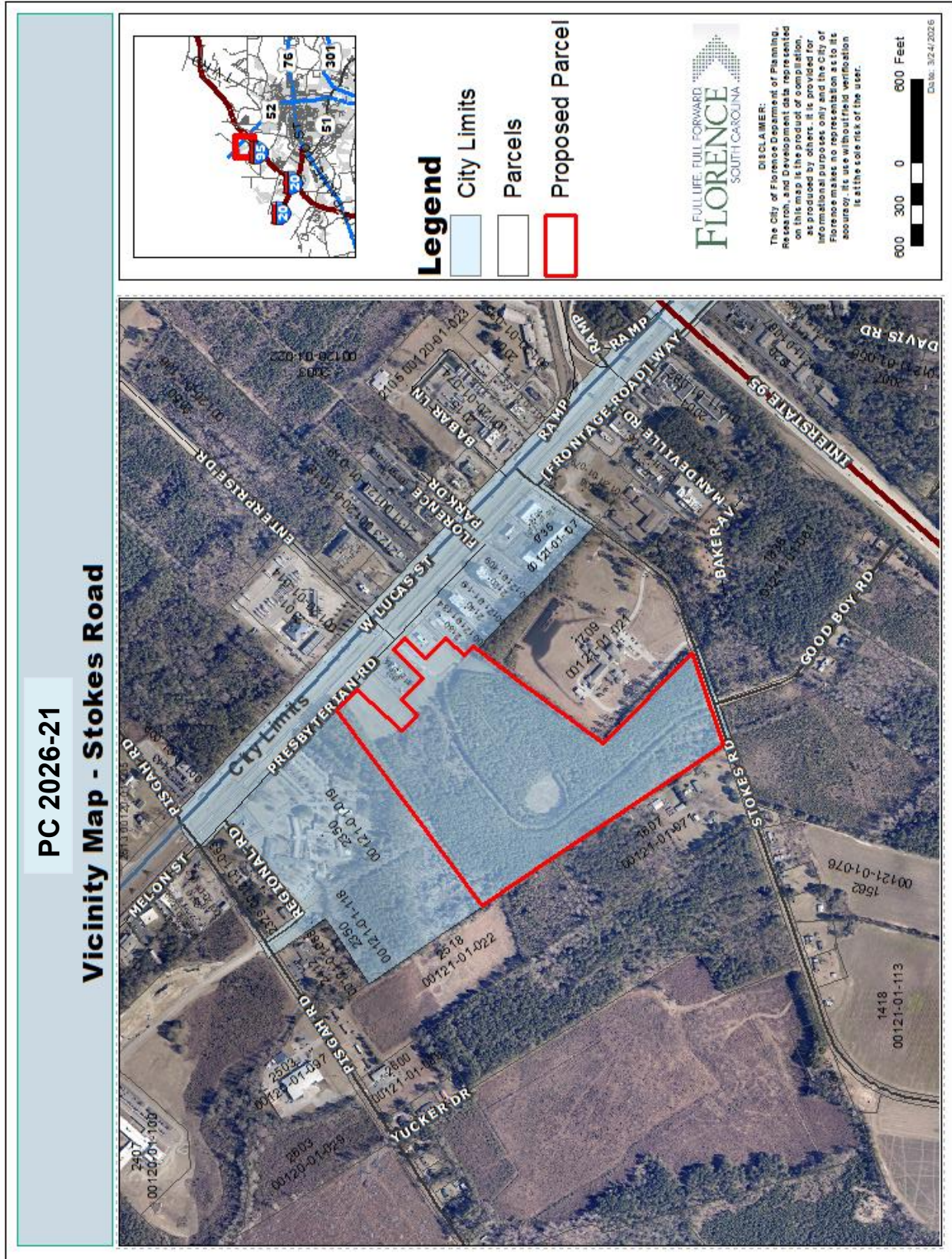
Planning Commission may:

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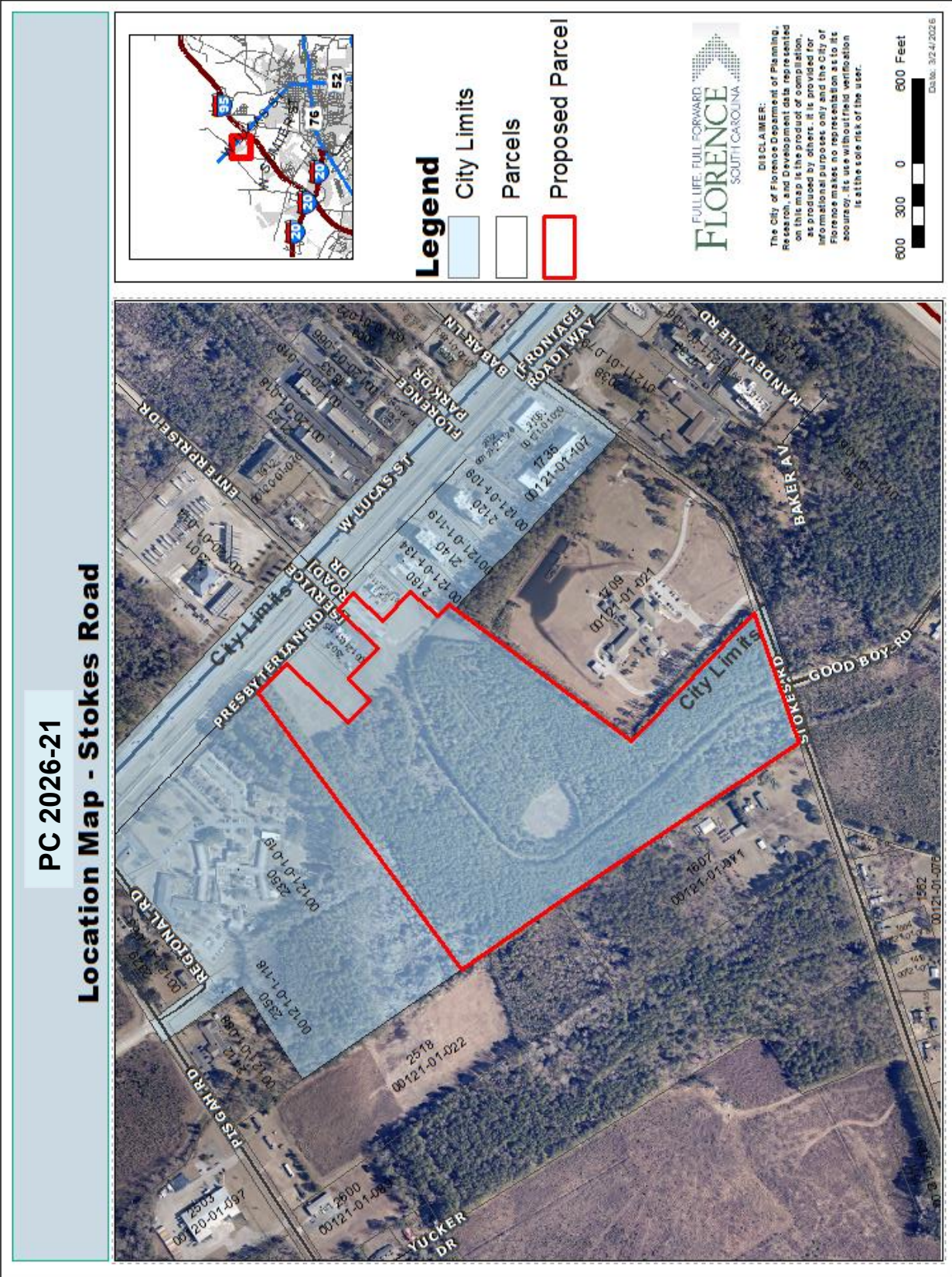
VI. ATTACHMENTS:

- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Sketch Plan

Attachment A: Vicinity Map



Attachment B: Location Map



Attachment C: Zoning Map

