



**CITY OF FLORENCE PLANNING COMMISSION  
CITY CENTER – COUNCIL CHAMBERS  
324 WEST EVANS STREET, FLORENCE, SC  
TUESDAY, AUGUST 12, 2025 – 6:00 P.M.  
REGULAR MEETING AGENDA**

- I. Call to Order**
- II. Invocation and Pledge of Allegiance**
- III. Approval of Minutes** Regular meeting on July 8, 2025
- IV. Matter in Position for Action**
  - PC-2025-31 Request for sketch plan approval for 5 lots located at 1016 Kalmia Street, identified as Florence County Tax Map Number 90063-09-009.
- V. Matter in Position for Action**
  - PC-2025-32 Request for sketch plan approval for the townhouses located on Westfield Drive, identified as Florence County Tax Map Number 00072-01-045.
- VI. Adjournment** Next regular meeting is scheduled for September 9, 2025.

**CITY OF FLORENCE, SOUTH CAROLINA PLANNING COMMISSION  
JULY 8, 2025 MINUTES**

**MEMBERS PRESENT:** Charlie Abbott, Drew Chaplin, Shelanda Deas, Betty Gregg, Charles Howard, Jerry Keith, Jr., Mark Lawhon, Bryant Moses, 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 6:00 p.m.

**INVOCATION & PLEDGE:** Chairman Chaplin asked Mr. Moses to provide the invocation. 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 June 10, 2025 meeting minutes. There being no changes or discussion, Dr. Lawhon moved to approve the minutes, Ms. Gregg seconded, and the motion passed unanimously (9-0).

**PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:**

**PC-2025-27 Request to amend various sections of the *Unified Development Ordinance* to permit detached accessory dwelling units.**

Chairman Chaplin read the introduction to PC-2025-27, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission. There was discussion about the 21 conditions and the benefits and potential downsides to the amendment.

There being no questions for staff, Chairman Chaplin opened the public hearing. Mr. Peter Radclift asked what other cities were used to develop the amendment. Mrs. Zlotnicki said Mount Pleasant, Charleston, Columbia, and Raleigh were the main ones. He said he was concerned about unintended consequences; he asked about the other cities' issues; she said she didn't find any red flags. Dr. Lawhon said it increases the property values.

There being no one else to speak for or against the request, Chairman Chaplin closed the public hearing and called for discussion or a motion. Dr. Lawhon moved to approve the amendment as submitted; Mr. Keith seconded, and the motion passed unanimously (9-0).

**PC-2025-28 Request to rezone two parcels on East Howe Springs Road from CA to NC-6.3, identified as Florence County Tax Map Numbers 00152-01-127 and 00152-01-017.**

Chairman Chaplin read the introduction to PC-2025-28, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission.

Dr. Lawhon asked if there had been any phone calls about this proposal. Mrs. Zlotnicki said that Derek received one call against it with concerns about increased traffic. There would be only one driveway off Redbud Lane. There are duplexes across the street.

There being no other questions for staff, Chairman Chaplin opened the public hearing.

Mr. Kevin Pulis, the engineer, spoke on behalf of the request. Mr. Moses asked about the parking requirement, and if these would be rentals or owner occupied. He expressed his wish for more single family homes.

There being no one else to speak for or against the request, Chairman Chaplin closed the public hearing and called for discussion or a motion. Dr. Lawhon moved to approve the request as submitted; Ms. Gregg seconded, and the motion passed 8-1 with Mr. Moses voting no.

**PC-2025-29     Request to depart from the building standards for a duplex to be located at 306 Mullins Street, identified as Florence County Tax Map Number 90100-19-017.**

Chairman Chaplin explained that PC-2025-29 had been withdrawn by the applicant on July 7.

**PC-2025-30     Request to annex and zone NC-15 the parcel located at 2507 West Andover Road, identified as Florence County Tax Map Number 01221-01-090.**

Chairman Chaplin read the introduction to PC-2025-30, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission.

There being no questions for staff, Chairman Chaplin opened the public hearing. There being no one to speak for or against the request, Chairman Chaplin closed the public hearing and called for discussion or a motion. Mr. Howard moved to approve the request as submitted; Mr. Moses seconded, and the motion passed unanimously (9-0).

**ADJOURNMENT:** There being no other business, Chairman Chaplin called for a motion to adjourn. Mr. Moses moved to adjourn, Dr. Lawhon seconded, and the motion passed unanimously. Chairman Chaplin adjourned the meeting at 6:31 p.m. The next regular meeting is scheduled for August 12, 2025.

Respectfully submitted,  
Alane Zlotnicki, AICP, Senior Planner

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT**

**STAFF REPORT TO THE**

**CITY OF FLORENCE PLANNING COMMISSION**

**AUGUST 12, 2025**

**AGENDA ITEM: PC-2025-31 Request for sketch plan approval for 5 lots located at 1016 Kalmia Street, identified as Florence County Tax Map Number 90063-09-009.**

**I. IDENTIFYING DATA:**

| Owner         | Tax Map Number |
|---------------|----------------|
| 4 Grands, LLC | 90063-09-009   |

**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 Planning Commission.

**III. GENERAL BACKGROUND DATA:**

**Current Zoning:** Neighborhood Conservation – 6.1 (NC-6.1)  
**Current Use:** Vacant Lot  
**Proposed Use:** Single Family Detached Houses

**IV. SURROUNDING LAND USE AND ZONING:**

**North:** NC-6.1; Single-Family Detached Homes  
**East:** NC-6.1; Single-Family Detached Homes  
**South:** NC-6.2; Single-Family Detached Homes  
**West:** NC-6.1; Single-Family Detached Homes

**V. POINTS TO CONSIDER:**

- (1) This is a sketch plan request to subdivide the 0.969 acre parcel into five lots.
- (2) The one existing single family house on the lot will be demolished to accommodate the subdivision.
- (3) The proposed new lots meet the requirements of the City of Florence *Unified Development Ordinance* as permitted in the NC-6.1 zoning district, with a minimum lot size of 6,000 square feet and a minimum lot width of 60 feet. New home construction will meet the required Front - 25'; Street Side – 10'; Side – 5'; and Rear – 25' setbacks with a maximum impervious ratio of 45%.
- (4) City water and sewer services are available to the property. The property's stormwater system is 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.

- (5) Kalmia Street and Franklin Drive are both maintained by the SC DOT. An encroachment permit will need to be obtained during Development Plan review for the proposed driveway connections and utilities.
- (6) Upon staff review, minor discrepancies with the *Unified Development Ordinance* have been relayed to the developer. Once the discrepancies are addressed, a statement of compliance regarding the Sketch Plan will be prepared by staff and presented to Planning Commission.
- (7) Other requirements of the City of Florence *Unified Development Ordinance* will be addressed during the Development Plan Review. 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.

## **VI. OPTIONS:**

Planning Commission may:

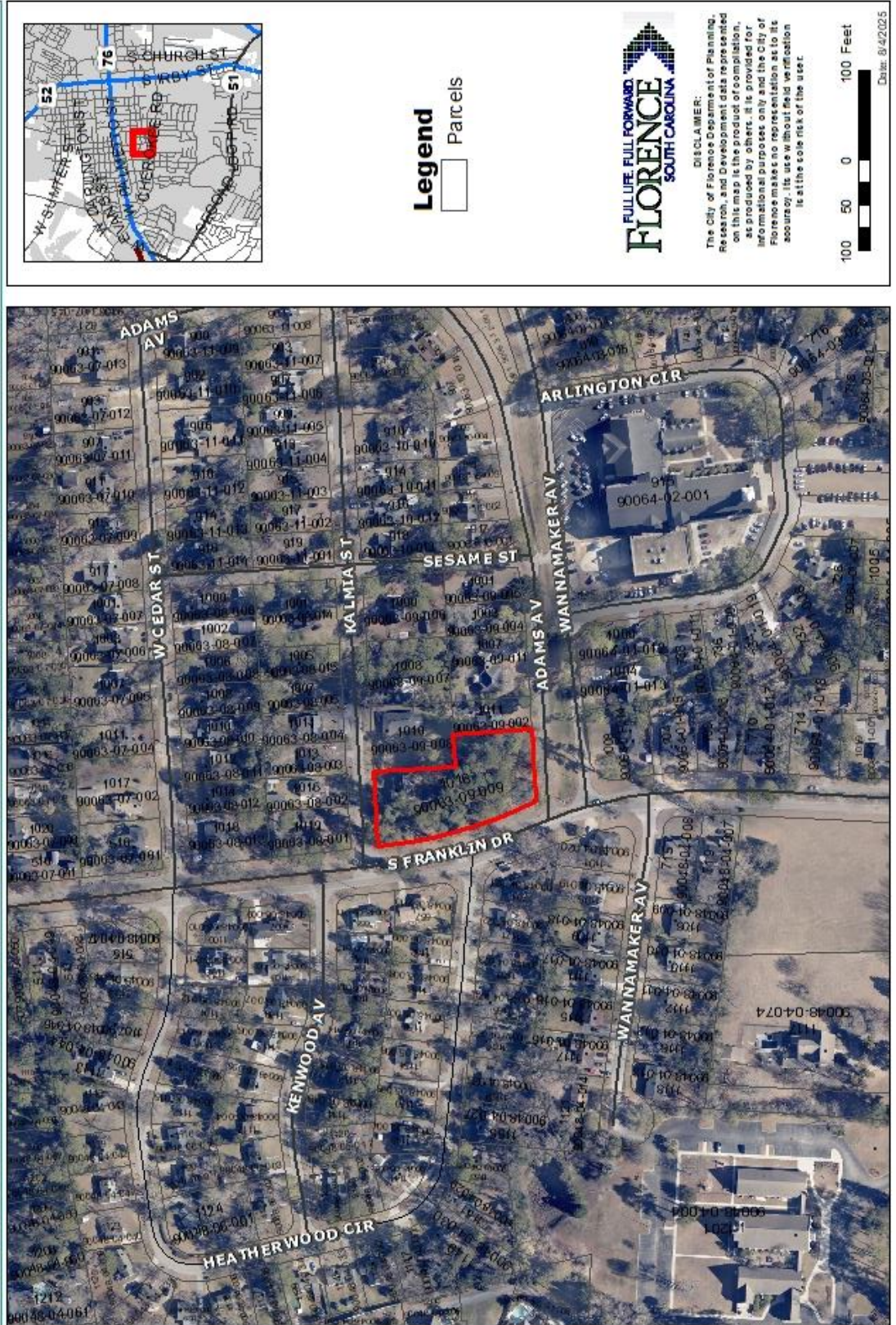
- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

## **VII. ATTACHMENTS:**

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

Attachment A: Vicinity Map

**PC 2025-31 Vicinity Map**  
**Kalmia Hill Subdivision Sketch Plan**





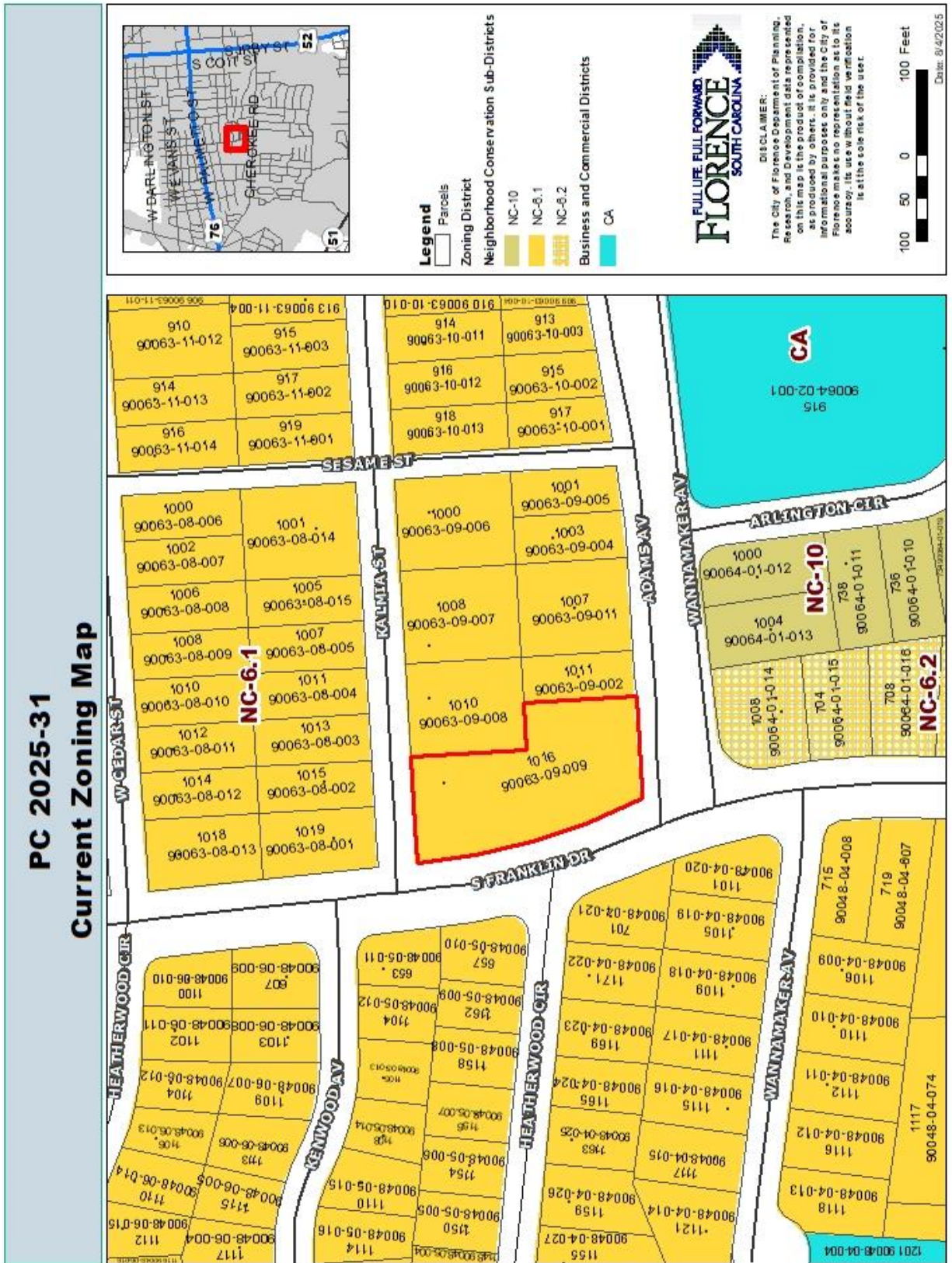
Attachment B: Location Map

**PC 2025-31 Location Map**  
**Kalmia Hill Subdivision Sketch Plan**





Attachment C: Zoning Map

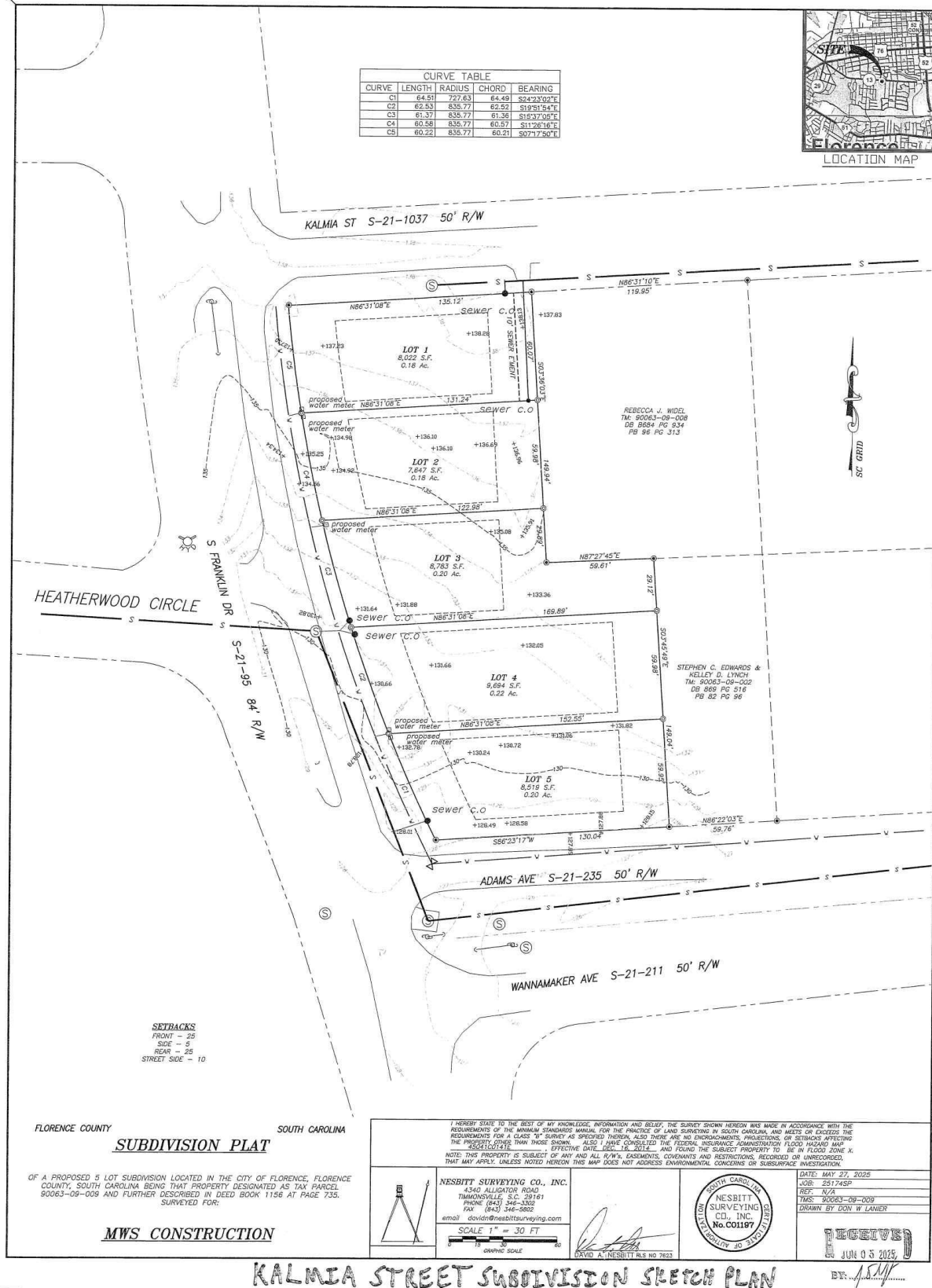




Attachment D: Future Land Use Map



# Attachment E: Sketch Plan



**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT**

**STAFF REPORT TO THE**

**CITY OF FLORENCE PLANNING COMMISSION**

**AUGUST 12, 2025**

**AGENDA ITEM:      PC-2025-32      Request for sketch plan approval of Westfield Townhomes, located on Westfield Drive and identified as Florence County Tax Map Number 00072-01-045.**

**I. IDENTIFYING DATA:**

| Owner                 | Tax Map Number |
|-----------------------|----------------|
| Hopkins Builders, LLC | 00072-01-045   |

**II. CURRENT STATUS/PREVIOUS ACTION TAKEN:**

This issue is before the Planning Commission for approval. Planning Commission recommended annexation of the parcel with the NC-6.3 zoning designation to City Council at the June 10, 2025 meeting. City Council concurred with Planning Commission's recommendation and the parcel passed first reading at the July 14, 2025 meeting with the second reading scheduled for August 11, 2025.

**III. GENERAL BACKGROUND DATA:**

**Current Zoning:**      Unzoned (Florence County)  
**Current Use:**        Vacant Lot  
**Proposed Use:**       Single Family Attached Townhomes

**IV. SURROUNDING LAND USE AND ZONING:**

**North:**              Unzoned (Florence County) Single-Family Detached Homes  
**East:**              Unzoned (Florence County); Neighborhood Conservation 6.1 (NC-6.1) Single-Family Detached Homes  
**South:**            Campus (CA) Lucy T. Davis Elementary School  
**West:**              Unzoned (Florence County) Vacant, Wooded Lot

**V. POINTS TO CONSIDER:**

- (1) The proposed subdivision will be a townhome development with an auto-urban character. For townhome development, the City of Florence *Unified Development Ordinance* requires that "all units must be established on single lots and so arranged to ensure public access. As such, townhouse units may be initially established on separate parcels or must be designed to accommodate future subdivision of property as determined by the Department."
- (2) This will allow for individual home ownership with common space set up for ingress/egress, utilities, storm drainage, and green space. A property owners association and covenants will be required to provide for maintenance and use of the common space.



- (3) The development tract has a total of 1.24 acres, with all 1.24 acres proposed to be developed for this project. Westfield Drive Townhomes will consist of two separate buildings oriented to face a private driveway off of Westfield Drive. Each building will consist of 8 townhome units for a total of 16 townhome units.
- (4) The parcel is zoned Neighborhood Conservation-6.3 (NC-6.3) which permits townhomes meeting the conditions of *Unified Development Ordinance* Section 1-2.8.2 Residential & Commercial Use of the Home Standards.
- (5) The subdivision is designed to meet the Ordinance's minimum requirements listed in Table 2-4.1.3 for townhomes including 16' minimum lot widths, prescribed setbacks, and the overall development area (inclusive of the individual unit lots and common area) providing the minimum 2400 square feet per unit.
- (6) The townhome development will be afforded public access by way of Westfield Drive through a 60' wide easement into a private driveway and parking court. The road and parking court are required to be constructed to City specifications and will be maintained by the owner and then ultimately the Homeowner's Association.
- (7) A Type A Bufferyard is required and will be provided between the proposed development and Lucy T. Davis Elementary School due to the disparate zoning. A Type A Bufferyard is 5' in width and consists of 1 canopy tree, 1 understory tree, 1 evergreen tree, and 10 shrubs per 100 linear feet. A canopy tree per lot is also required for each proposed townhome unit and commercial parking lot landscaping will be provided. Landscaping will be reviewed by staff at the Development Plan stage.
- (8) City water and sewer services are available to the property. The property's stormwater system is 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 dumpster in the designated area shown on the sketch plan.
- (9) All roads and utilities within the townhome development are owned in-common by the HOA and will not be maintained by the City.
- (10) The Sketch Plan complies with applicable *Unified Development Ordinance* requirements.
- (11) Following Sketch Plan approval, the developer will be required to submit a full Development Plan package for staff review prior to any construction taking place.

## **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 Sketch Plan
- F) Elevations

Attachment A: Vicinity Map

**PC 2025-32 Vicinity Map**  
**Westfield Townhomes Sketch Plan**





Attachment B: Location Map

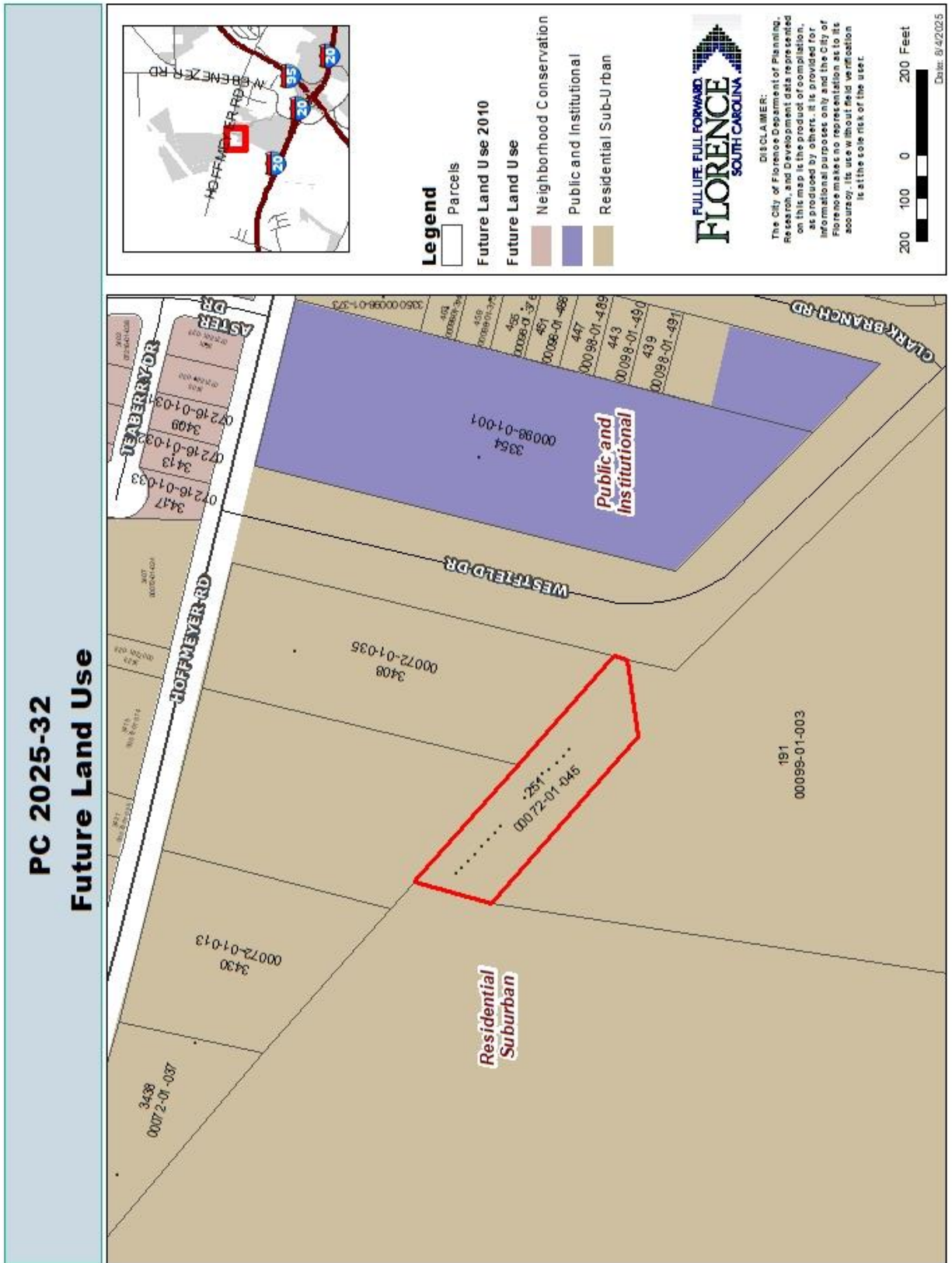
**PC 2025-32 Location Map**  
**Westfield Townhomes Sketch Plan**



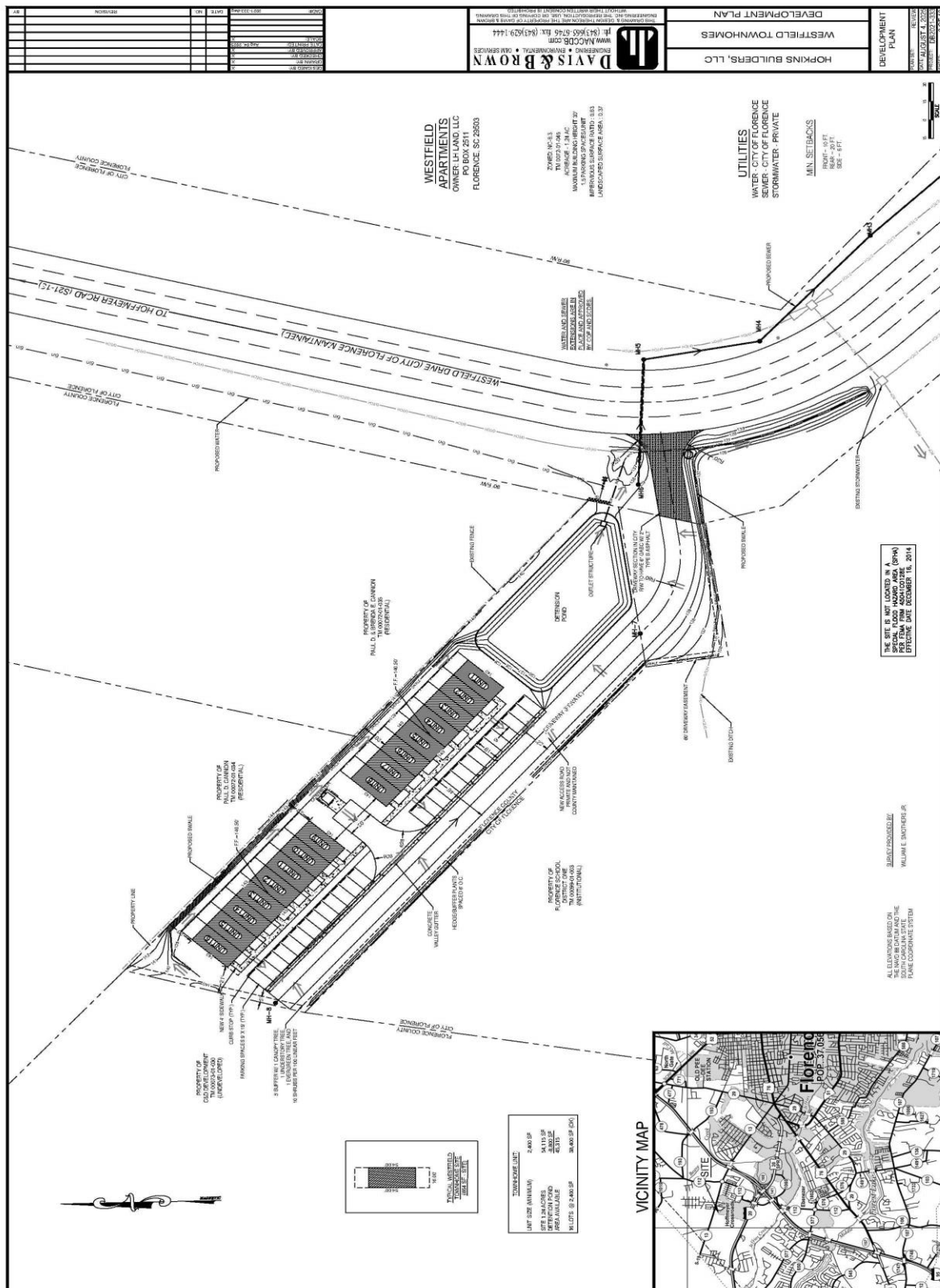




Attachment D: Future Land Use Map



## Attachment E: Sketch Plan





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