



**CITY OF FLORENCE PLANNING COMMISSION
CITY CENTER – COUNCIL CHAMBERS
324 WEST EVANS STREET, FLORENCE, SC
TUESDAY, JULY 8, 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 June 10, 2025
- IV. Public Hearing and Matter in Position for Action**

PC-2025-27 Request to amend various sections of the *Unified Development Ordinance* to permit detached accessory dwelling units.
- V. Public Hearing and Matter in Position for Action**

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.
- VI. Public Hearing and Matter in Position for Action**

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.
- VII. Public Hearing and Matter in Position for Action**

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.
- VIII. Adjournment** Next regular meeting is scheduled for August 12, 2025.

**CITY OF FLORENCE, SOUTH CAROLINA PLANNING COMMISSION
JUNE 10, 2025 MINUTES**

MEMBERS PRESENT: Charlie Abbott, Drew Chaplin, Betty Gregg, Charles Howard, Jerry Keith, Jr., Mark Lawhon, Bryant Moses, and Xavier Sams

MEMBERS ABSENT: Shelanda Deas

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. 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 April 8, 2025 meeting minutes. There being no changes or discussion, Mr. Howard moved to approve the minutes, Ms. Gregg seconded, and the motion passed unanimously (8-0).

PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:

PC-2025-21 Request to annex and zone IL the lot located on Jennie O'Bryan Boulevard identified as a portion of Florence County Tax Map Number 00122-01-042.

Chairman Chaplin read the introduction to PC-2025-21, 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. He offered anyone in opposition to speak first. No one did, so Mr. Barron Ervin offered to answer any questions on behalf of the owners.

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. Mr. Howard moved to approve the request as submitted; Dr. Lawhon seconded, and the motion passed unanimously (8-0).

PC-2025-22 Request to name the private road located behind 2791 David H. McLeod Boulevard and fronted by the parcel identified as Florence County Tax Map Number 00099-01-212.

Chairman Chaplin recused himself because he is involved in the real estate transaction. He asked Mr. Howard to act as chairman for this case. Mr. Howard read the introduction to PC-2025-22, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission. She clarified that the preferred name is T. Ed Byrd Way.

There being no questions for staff, Mr. Howard opened the public hearing. There being no one to speak for or against the request, Mr. Howard 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 unanimously (8-0).

Chairman Chaplin resumed his seat as chairman.

PC-2025-23 Request to annex and zone NC-15 the two parcels located at 922 and 926 Third Loop Road and identified as Florence County Tax Map Numbers 01511-01-037 and 01511-01-038.

Chairman Chaplin read the introduction to PC-2025-23, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission. She explained that the zoning requested was originally advertised erroneously as NC-6.1, but the applicants want NC-15; and they will leave the two lots as they are and will just build two single family houses, one on each parcel.

Chairman Chaplin said that NC-6.1 does not allow townhouses but would have allowed up to 4 houses on these two lots if they had been subdivided into two lots each. The owners don't intend to do anything besides one house per lot without further subdivision. There being no questions for staff, Chairman Chaplin opened the public hearing.

Mr. Randy Seif, who lives on Hallmark Drive, spoke and thanked Mr. Doulaveris for working with the residents of the area.

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. Mr. Moses moved to approve the request as submitted; Mr. Keith seconded, and the motion passed unanimously (8-0).

PC-2025-24 Request to annex and zone AC the two parcels located at 2037 and 2111 South Irby Streets and identified as Florence County Tax Map Numbers 00150-01-007 and 00150-01-061.

Chairman Chaplin and Mr. Howard recused themselves from the request due to conflicts of interest.

Chairman Chaplin asked Dr. Lawhon to act as chairman for this case. Dr. Lawhon read the introduction to PC-2025-24, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission. She clarified that it was originally erroneously advertised as requesting the CG zoning district, but the owners actually are asking for AC due to more appropriate setbacks. There being no questions for staff, Dr. Lawhon opened the public hearing.

There being no one to speak for or against the request, he closed the public hearing and called for discussion or a motion. Mr. Moses asked what the plan was for tearing down the Salvation Army store; Mr. Chaplin asked the captain of the Salvation Army, who was in attendance, to come to the podium to address the question.

Captain Scott said the intent was to tear down the current store and rebuild a new one set back further off South Irby Street. Scrubby's is also coming, but there will be a new building for the store.

Mr. Moses moved to approve the request as submitted; Ms. Gregg seconded, and the motion passed unanimously (6-0 with Mr. Chaplin and Mr. Howard recused).

PC-2025-25 Request to annex and zone RG-2 the lot located on Pelican Drive identified as Florence County Tax Map Number 00522-01-026.

Chairman Chaplin read the introduction to PC-2025-25, 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; Dr. Lawhon seconded, and the motion passed unanimously (8-0).

PC-2025-26 Request to annex and zone NC-6.3 the lot located on Westfield Drive identified as Florence County Tax Map Number 00072-01-045.

Chairman Chaplin read the introduction to PC-2025-26, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission.

Dr. Lawhon asked what the setbacks were. Mrs. Zlotnicki said that for the NC-6.1 districts, it's 25 feet in front and rear. She said that the vacant lot between this one and Hoffmeyer Road will probably be developed in the future with small residential lots.

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

Mr. Louie Hopkins spoke on behalf of the request. He said they are planning to build 16 townhouses on this site. He said they would exceed all the setbacks because of the size of the lot. Dr. Lawhon asked if they would build the units closer to the school rather than to the residential lots; he said there was plenty of distance to the houses on Hoffmeyer Road.

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. Mr. Howard moved to approve the request as submitted; Mr. Abbott seconded, and the motion passed unanimously (8-0).

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. She shared a letter from someone in favor of the amendment, Carlos Serrano. She went over the current ordinance and explained the reasoning behind the request and said that she would like the commissioners to take time to look at the proposal, particularly the portion regarding new construction. There are 21 conditions that need to be considered.

Chairman Chaplin agreed that they did need to look at these conditions. Dr. Lawhon said he was also concerned about impervious surfaces; Mr. Dudley said it would still need to meet the limit of the code. Ms. Gregg asked if a separate entrance would be required, Mrs. Zlotnicki said it was permitted but not required for an integrated unit. Mr. Keith asked if tiny houses could be used; Mrs. Zlotnicki said yes, as long as it's a permanent building that complements the principal house. She said it also permits the use of existing stock. Mr. Dudley said the staff report includes concerns to be considered from several viewpoints and invited them to look at it and study the proposal in depth.

Mr. Howard agreed and moved to defer the request to give the Commission time to review the areas of concern. Mr. Keith seconded, and the motion passed unanimously (8-0).

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 said that PC-2025-28 had asked to be deferred. Mr. Keith moved to defer the request. Dr. Lawhon seconded, and the motion passed unanimously (8-0).

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 6:40 p.m. The next regular meeting is scheduled for July 8, 2025.

Respectfully submitted,

Alane Zlotnicki, AICP

Senior Planner

DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT

STAFF REPORT TO THE

CITY OF FLORENCE PLANNING COMMISSION

JULY 8, 2025

AGENDA ITEM: PC-2025-27 Proposed amendments to various sections of the *Unified Development Ordinance* to permit detached accessory dwelling units.

I. ISSUE UNDER CONSIDERATION:

There is a growing tendency in cities across the country to find ways to incorporate accessory dwelling units into residential neighborhoods in order to increase density without compromising character.

The proposed text amendments to the *Unified Development Ordinance* provide regulations and standards for permitting detached accessory dwelling units (ADUs) in residentially zoned districts.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for recommendation to City Council. It was deferred from the June 10, 2025 meeting to provide time to review the amendment proposal in depth.

III. POINTS TO CONSIDER:

- (1) According to Section 6-21.4.1 E of the *Unified Development Ordinance*, petitions for amendments to the text are to be made by or to the Planning Director. City Council may also initiate an amendment by motion.
- (2) Section 1-2.10.1 B of the *Unified Development Ordinance* permits integrated ADUs only in certain zoning districts and with strict restrictions (Attachment A)
- (3) There is a need in the City of Florence for additional affordable housing. There is also a supply of existing housing stock, largely in the older neighborhoods, that is sitting empty and deteriorating due to the inability of property owners to rent these units because of the current zoning code. Amending the existing *Unified Development Ordinance* to accommodate detached ADUs can take advantage of existing housing stock and find ways to increase available housing without compromising property values or neighborhood character.
- (4) The Timrod Park and Maple Park neighborhoods, in particular, have a number of carriage houses, garage apartments, granny flats, and other detached housing units sitting vacant while affordable housing is at a premium.
- (5) The following questions need to be considered:
 - a. Who is helped? *People with less income in need of affordable rental housing; homeowners struggling to pay the mortgage; owners of existing ADU structures.*
 - b. Who is harmed? *Neighboring property owners who are directly affected by troublesome tenants and increased density; property owners without an ADU whose property is less desirable because of the change in character of the neighborhood.*

- c. Who is missing? *Mortgage lender; Utility providers; City services affected by increased density.*
- (6) New single family developments are generally constructed on small lots which are not large enough to meet the setback and density requirements, so the ability to accommodate an ADU would mostly apply to older neighborhoods with larger lots. Those who need the extra income are less likely to be able to take advantage of construction of an ADU in their backyard.
- (7) Does the City want to permit new ADUs to be constructed or only use existing housing stock? If new ADUs are permitted, where may they be constructed?
 - a. On preexisting single family detached lots only, or
 - b. Allow new development to build ADUs at the same time as new construction.
- (8) Does the City want to use the public hearing process and require that property owners obtain a Special Exception Use Permit through the Board of Zoning Appeals?
- (9) Does the City want to permit detached ADUs as a Conditional Use in particular residential districts, and what would those conditions include?
- (10) Will a Conditional Use Permit convey to a new owner if the property is sold while there is a tenant in the ADU? Or will the tenants have to be evicted if the principal structure is sold?
- (11) City staff is proposing the requested amendments to assist in the utilization of existing housing stock, and to provide reasonable standards for new construction in residential neighborhoods.

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.

IV. ATTACHMENTS:

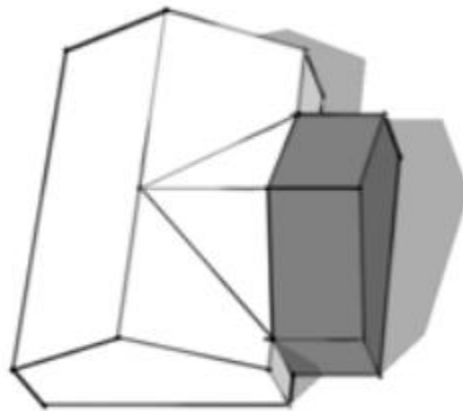
- A. Section 1-2.10.1 B – Integrated ADUs (current code)
- B. Proposed ADU Amendments to the UDO

Attachment A: Section 1-2.10.1 B – Integrated ADUs (current code)

B. Accessory Dwelling Units (ADU).

1. *Generally.* Accessory dwelling units are permitted only according to the standards of this Section.
2. *ADU Types.* For the purposes of this Unified Development Ordinance, only integrated ADUs shall be permitted. Integrated Units are units that are created within an existing building or attached to an existing building such that they appear to be an integrated part of it (see Figure 1-2.10.1, Illustrative ADU Type). Any detached ADU shall not be permitted within any zoning district.

**Figure 1-2.10.1
Integrated ADU**



INTEGRATED ADU

3. *Permitted Locations.* Integrated accessory dwelling units are allowed as provided in **Table 1-2.10.1, Districts and ADU Types**. ADUs are not allowed in districts that are not listed in the table. ADUs are only allowed as an accessory to owner occupied, single-family detached principal buildings.

Table 1-2.10.1 Districts and ADU Types		
District	Subdistrict	Integrated Unit
AR	N/A	Allowed
RE	N/A	Allowed
RS	N/A	Allowed
RG	N/A	Allowed
RU	N/A	Allowed
NC	NC-15	Allowed, subject to Subsection 7 below.
	NC-10	Allowed, subject to Subsection 7 below.
	NC-6.1	Not Allowed
	NC-6.2	Not Allowed
	NC-6.3	Not Allowed
	NC-4	Not Allowed
CR	N/A	Allowed

4. *Number of ADUs.* No lot shall contain more than one ADU (Accessory Dwelling Units).

5. *Bulk and Design Standards.*

a. *Integrated Units.*

1. Integrated units shall not occupy more than 25 percent of the total floor area of the principal building.
2. Integrated units shall not involve design modifications to the exterior of the principal building that make their presence obvious. Where the principal building is expanded to accommodate the integrated unit, the expansion shall be designed, clad, painted, and roofed in a manner that is comparable to the principal building.
3. Where exterior doors provide direct access to the integrated unit, such doors shall be designed, located, and configured in a manner that is typical for secondary access to a single-family building.
4. Setbacks for integrated units are the same as for the principal building.

6. *Parking.*

- a. In addition to the parking requirements for the principal building, one off-street parking space per bedroom shall be provided for the ADU.
- b. Use of tandem parking to meet this requirement is allowed; however, only one tandem space is allowed per lot.

7. *Required Outdoor Area.* Lots that are developed with ADUs shall include a usable outdoor area of at least 1,100 sf., located behind the principal dwelling unit.

8. *Additional Requirements in the NC (Neighborhood Conservation) districts.*

a. Integrated units shall demonstrate the following:

1. There is either adequate parking already on-site or sufficient room on-site to accommodate two additional vehicles without encroaching into the required yards;
2. There will be no parking within the front or corner side yards other than on a driveway with a maximum width of 14 feet; and
3. There will be a single address and utility meter.

9. *Utilities.* ADUs shall not be provided with utilities that are metered or billed separately from the principal building.

Attachment B: Proposed ADU Amendments to the Unified Development Ordinance (

1. Amend Section 1-2.10.1B regarding integrated Accessory Dwelling Units.

2. Amend Tables 1-2.7.2A and B.

Table 1-2.7.2-A Residential and Commercial Uses of the Home																
Land Use	Zoning Districts															
	Residential					Business Commercial			Mixed- Use			Industrial		Agricultural & Open Space		
	RE	RS	RG	RU	NC ³	CR	CA	CG	CBD	AC	DS	IL	IH	OSR	AR	
Residential Uses																
Single Family Detached	P	P	P	P	³	P	-	-	-	-	-	-	-	-	-	P
Lot Line Home	-	C	C	C	³	-	-	-	-	-	-	-	-	-	-	-
Patio Home ²	-	C	C	C	³	-	-	-	-	-	-	-	-	-	-	-
Townhome	-	PB	PB	PB	³	-	-	PB	PB	PB	-	-	-	-	-	-
Cottage	-	C	C	-	³	-	-	-	-	-	-	-	-	-	-	-
Duplex	-	-	PB	PB	³	-	-	-	-	-	-	-	-	-	-	-
Manufactured Home ^{1,2}	-	-	-	-	³	-	-	-	-	-	-	-	-	-	-	-
Multiplex (triplex or quadraplex)	-	-	PB	PB	³	PB	-	-	PB	-	PB	-	-	-	-	-
Multifamily ²	-	-	C	C	³	-	-	C	C	C	C	-	-	-	-	-
Live - Work Units	-	-	-	-	³	C	-	-	P	C	P	C	-	-	-	-
Accessory Dwelling Unit	C	C	C	C	³	C	-	-	-	-	-	-	-	-	-	C
Residential Neighborhoods																
Single Family Cluster	P	P	P	-	³	-	-	-	-	-	-	-	-	-	-	P
Mixed Housing Cluster	-	P	P	P	³	-	-	-	-	-	-	-	-	-	-	-
Manufactured Home Park or Subdivision	-	-	-	-	³	-	-	-	-	-	-	-	-	-	-	-
Commercial Use of the Home																
Bed and Breakfast Inn	C	C	-	-	³	C	-	-	C	C	C	-	-	-	-	C
Child Care Services	C	C	C	-	³	C	-	-	-	-	-	-	-	-	-	-
Group Home	C	C	C	-	³	C	-	-	-	-	-	-	-	-	-	-
Home Occupation	C	C	C	C	³	C	-	-	C	C	-	-	-	-	-	-
Short Term Rental	SE	SE	SE	SE	³	P	P	P	P	P	P	-	-	-	-	-

Table 1-2.7.2-B Neighborhood Conservation Residential Uses of the Home						
Land Use	Zoning Districts					
	Residential					
	NC-15	NC-10	NC-6.1	NC-6.2	NC-6.3	NC-4
Residential Uses						
Single Family Detached	P	P	P	P	P	P
Lot Line Home	-	-	-	C	C	-
Patio Home ²	-	-	-	C	C	-
Townhome	-	-	-	-	PB	-

Cottage	-	-	-	-	-	-
Duplex	-	-	-	PB	PB	PB
Manufactured Home ^{1,2}	-	-	-	-	-	-
Multiplex (triplex or quadraplex)	-	-	-	-	PB	-
Multifamily ²	-	-	-	-	C	-
Live - Work Units	-	-	-	-	-	-
Accessory Dwelling Unit	C	C	C	C	C	C
Residential Neighborhoods						
Single Family Cluster	-	-	-	-	-	-
Mixed Housing Cluster	-	-	-	-	-	-
Manufactured Home Park or Subdivision	-	-	-	-	-	-
Commercial Use of the Home						
Bed and Breakfast Inn	-	-	C	C	C	-
Child Care Services	C	C	C	C	C	C
Group Home	-	-	-	-	C	-
Home Occupation	C	C	C	C	C	C
Short Term Rental	SE	SE	SE	SE	SE	SE

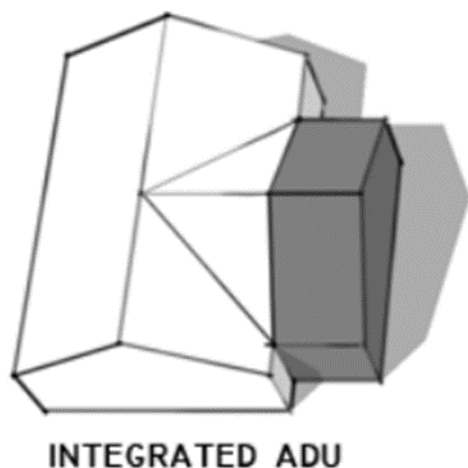
3. Add Accessory Dwelling Units to Section 1-2.8.2: Conditional and Permitted Special Exception Use Standards.

Section 1-2.8.2 Residential and Commercial Use of the Home Standards

A. Accessory Dwelling Units

ADU Types. For the purposes of this Unified Development Ordinance, integrated and detached ADUs shall be permitted. Integrated Units are units that are created within an existing building or attached to an existing building such that they appear to be an integrated part of it (see Figure 1-2.10.1, Illustrative ADU Type). A detached ADU is a separate structure containing facilities for cooking and bathing that is located on the same lot of record as the principal structure.

Figure 1-2.8-2.A.1



An ADU is allowed only as accessory to and on the same lot as a single family detached dwelling unit, subject to the following standards and conditions:

1. An ADU counts towards the total number of accessory structures permitted for the zoning district.
2. The property owner must obtain a Conditional Use Zoning Certificate by complying with these conditions before renting an existing ADU.
3. The property owner must obtain a City of Florence Business License and Rental Permit prior to renting the ADU.
4. The construction of a new ADU or the modification of an existing ADU requires a Conditional Use Zoning Certificate before a building permit can be issued.
5. The construction of a new ADU or the modification of an existing ADU in an overlay district requires a Conditional Use Zoning Certificate and a Certificate of Appropriateness issued by the Design Review Board with public notice procedures before a building permit can be issued.
6. Either the principal dwelling unit or the ADU must be occupied by the owner and full-time resident of the property. For the purposes of this ordinance, the “owner and full-time resident” shall mean the record owner of the property who physically resides at the subject property, has designated the subject property as his/her legal voting address and the address of his/her driver’s license, and the subject property must be assessed at the four percent homeowner’s assessment rate according to the records of the Florence County Assessor’s Office.
7. Only one ADU, whether attached or detached, is permitted per lot of record.
8. If attached, the ADU must be physically attached to the principal dwelling unit.
9. A distance of at least ten feet shall separate a detached ADU from the principal dwelling unit.
10. New construction may only be built on lots with single family detached houses.
11. A manufactured home or recreational vehicle, travel trailer, camper, or similar vehicle shall not be used as an ADU.
12. An ADU, whether attached or detached, shall:
 - a. Have the same street address as the principal dwelling;
 - b. Not be subdivided or otherwise segregated in ownership from the principal dwelling;
 - c. Use the same water, sewer, gas, and electric utilities as the principal dwelling;
 - d. If new construction, it shall maintain the architectural design, style, appearance, and character of the principal dwelling by incorporating design elements such as compatible materials, similar façade treatment, colors, window style, and roof design and pitch;
 - e. Meet the standards of the building code in effect for single family dwellings.
13. Maximum detached ADU size is limited to 50% of the footprint of the principal structure, or 800 square feet, whichever is less. An attached ADU is limited to 35% of the total floor area of the principal structure or 800 square feet, whichever is less.
14. An ADU shall not cover more than 30% of the established rear yard.
15. The ADU shall be no taller than the principal building.
16. New construction ADUs shall be located in the rear yard and must comply with all district standards including principle building setbacks, height, massing, and building coverage. In addition, the ADU must not be located any closer to the side property lines than the principal dwelling unit regardless of the setback for the zoning district.
17. The ADU shall provide one improved parking space in addition to the required parking for the principal structure.

18. The ADU shall not be served by a driveway separate from that serving the principal structure unless it is a detached building located on a corner lot or alleyway, in which case a separate driveway may be provided from the side street or alley, whichever applies.
19. An ADU shall not be leased or rented for less than 30 days.
20. An ADU may not be used solely for a home occupation.
21. The City will not issue a Conditional Use Zoning Certificate or Building Permit for an ADU if it has received notice of a restrictive covenant applicable to the lot prohibiting such use.

4. Add Accessory Dwelling Units to Definitions in Division 7-25.2.

Division 7-25.2 Definitions:

Accessory Dwelling Unit means a self-contained dwelling unit designed for occupancy by one family for living and sleeping purposes that provides complete independent living facilities, including its own entrance, kitchen, bathroom, and sleeping area; that is located on the same lot as a larger single family dwelling that serves as the principal use of the lot; and whose use is subordinate and incidental to the larger single family dwelling.

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE PLANNING COMMISSION
JULY 8, 2025**

AGENDA ITEM: 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.

I. IDENTIFYING DATA:

Applicant	Tax Map Numbers
Sun Real Estate, LLC – Neil Patel	00152-01-127 & -017

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for public hearing and recommendation to City Council. It has not been considered, nor has any previous action been taken, by the Planning Commission. It was deferred from the June 10, 2025 meeting.

III. GENERAL BACKGROUND DATA AND SURROUNDING ZONING AND USES:

Current Zoning:	Campus (CA)
Proposed Zoning:	Neighborhood Conservation-6.3 (NC-6.3)
Current Uses:	Single-Family Detached Home and Vacant Land
Proposed Use:	Townhomes
Acreage:	0.748 Acre
North:	City of Florence Fire Station #5: Campus (CA)
South:	Vacant Land: Neighborhood Conservation-6.3 (NC-6.3)
East:	Single Family Homes: R-1(County Zoning)
West:	Vacant Lot: Campus (CA)

IV. POINTS TO CONSIDER:

- (1) The owner of these two parcels totaling approximately 0.748 acre is requesting a change in zoning from its current zoning designation of Campus (CA), which is intended for suburban campus settings for general, professional, and medical offices; educational and institutional facilities; hospitals; research and development; and light industries.
- (2) These parcels were zoned CA when the *Unified Development Ordinance* zoning designations were assigned in January 2018 due to the proximity of the City’s Fire Station #5 constructed in 2010. A

single-family detached home is currently on 235 East Howe Springs Road with the adjacent parcel, 231 East Howe Springs Road, being vacant.

- (3) The owner is requesting to rezone the property to Neighborhood Conservation-6.3 (NC-6.3) with the intention of constructing a future townhome development (Attachment F).
- (4) The NC-6.3 permits most residential uses including conditionally permitting townhomes. Commercial uses are prohibited in this zoning district with the exception of Home Occupations.
- (5) The uses that may be developed under the proposed zoning, per the City of Florence *Unified Development Ordinance*, are those permitted in the NC-6.3 district (Attachment E).
- (6) All development is subject to the City of Florence codes and regulations, including setbacks, landscaping, bufferyards, and parking.
- (7) Land uses of the adjacent properties include vacant land, single family and duplex residential uses, and the institutional use of the fire station. The Compass Academy and South Florence High School are also within a short distance of the affected parcels.
- (8) The Future Land Use Map designates these parcels as Neighborhood Conservation.
- (9) City water and sewer services are accessible to this parcel.
- (10) City staff recommends the Neighborhood Conservation-6.3 zoning designation.

V. OPTIONS:

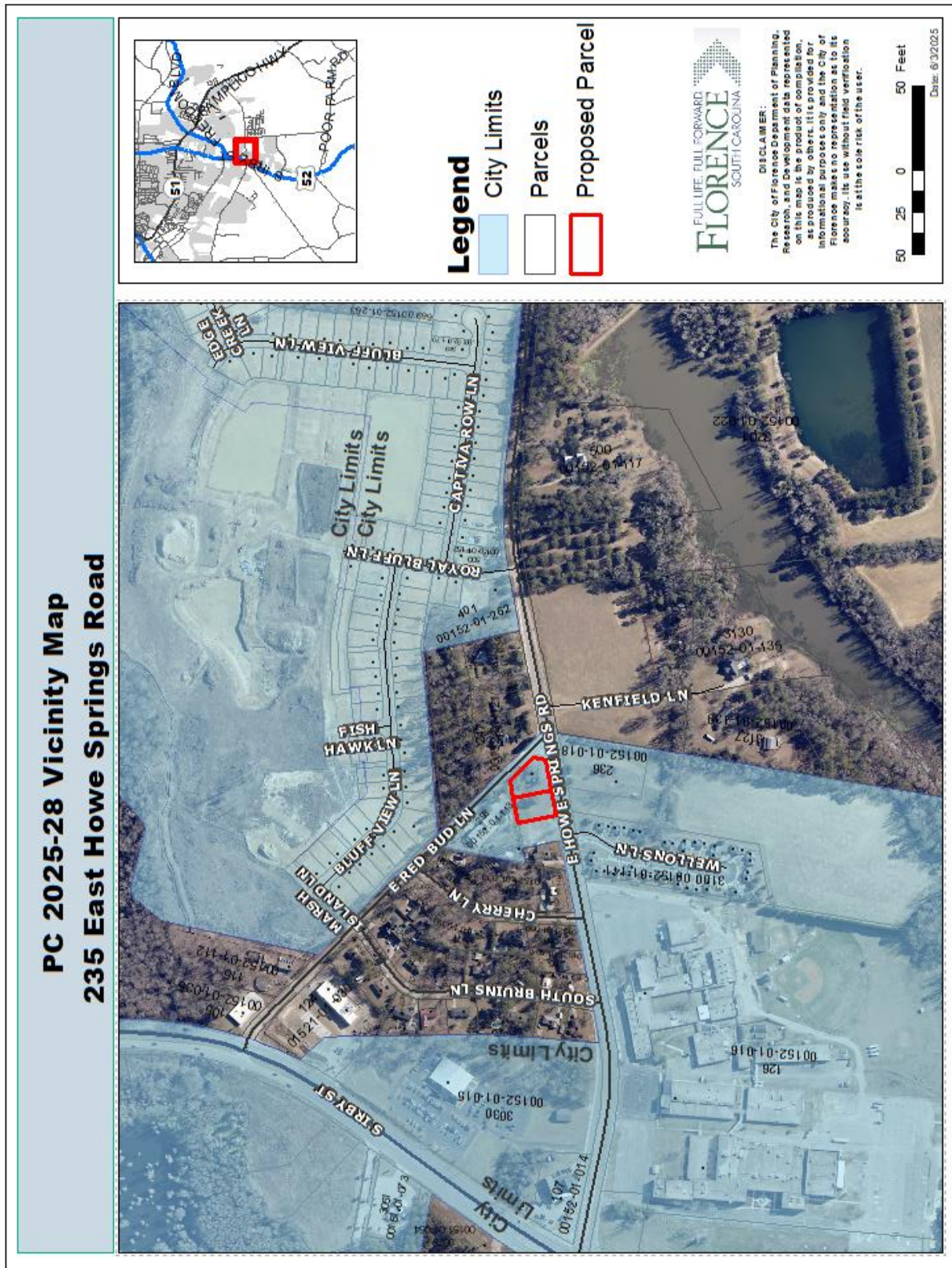
Planning Commission may:

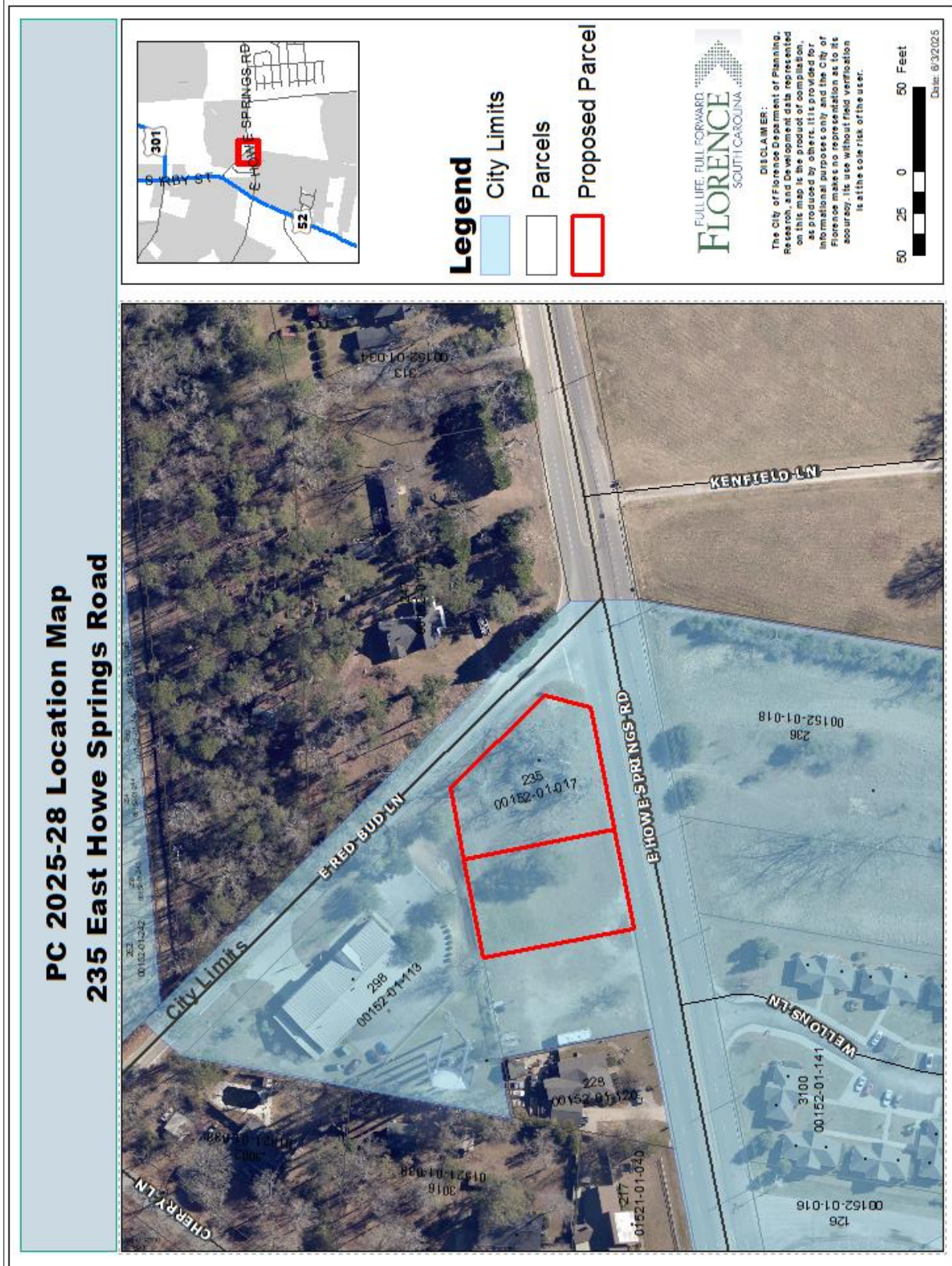
- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

VI. ATTACHMENTS:

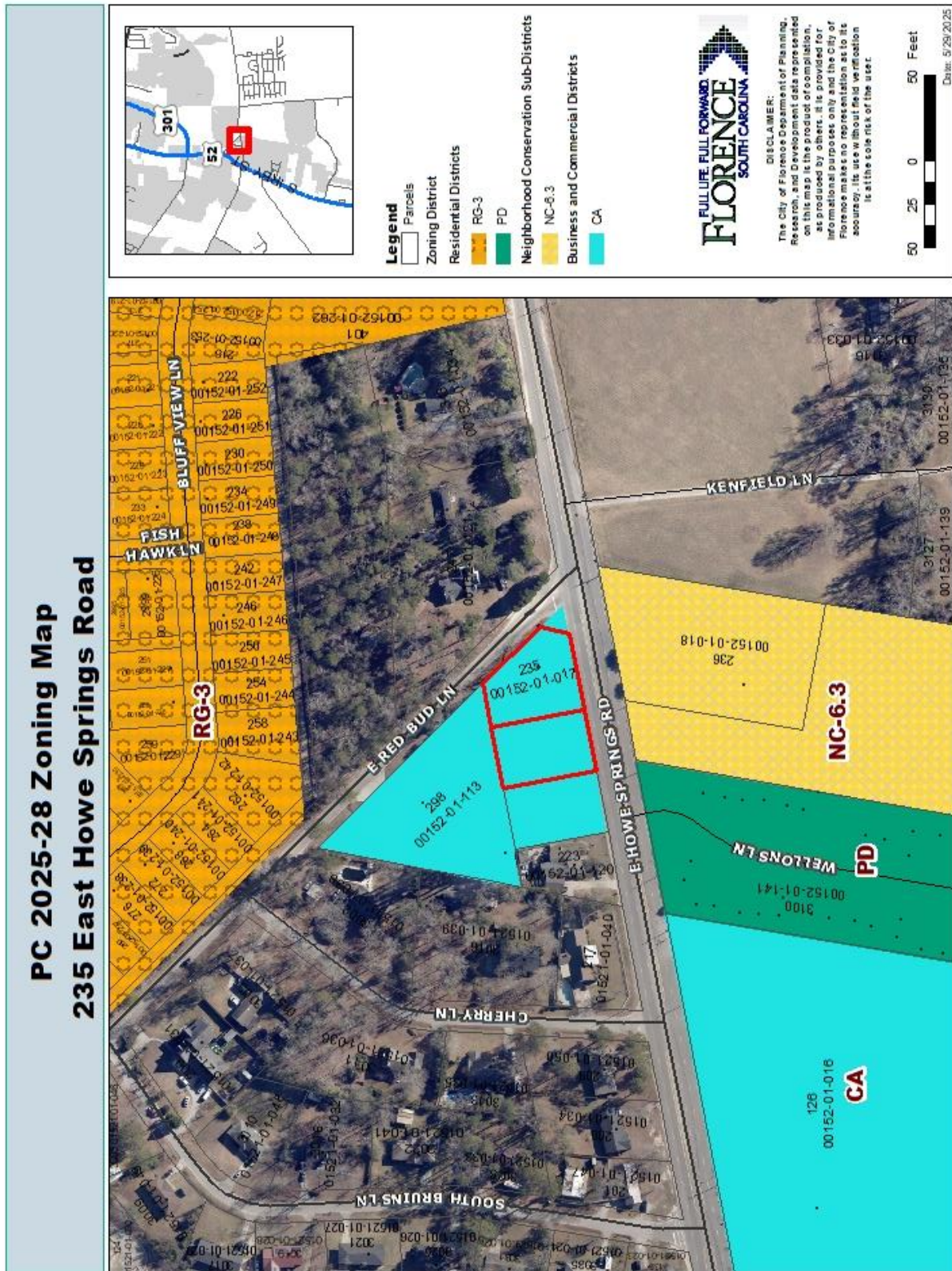
- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Neighborhood Conservation-6.3 Use Tables from UDO
- F) Proposed Future Townhome Development
- G) Site Photos

Attachment A: Vicinity Map

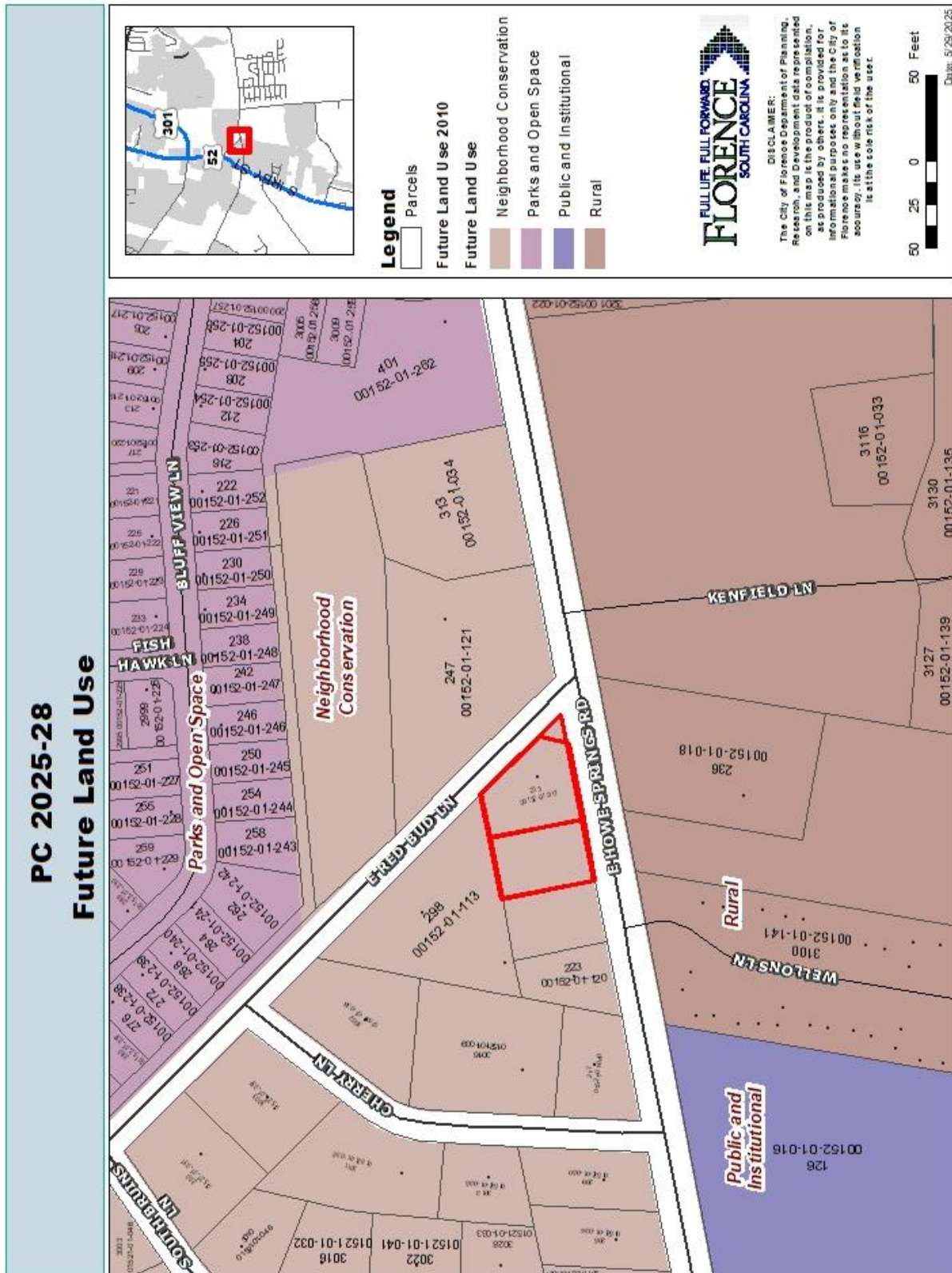




Attachment C: Zoning Map



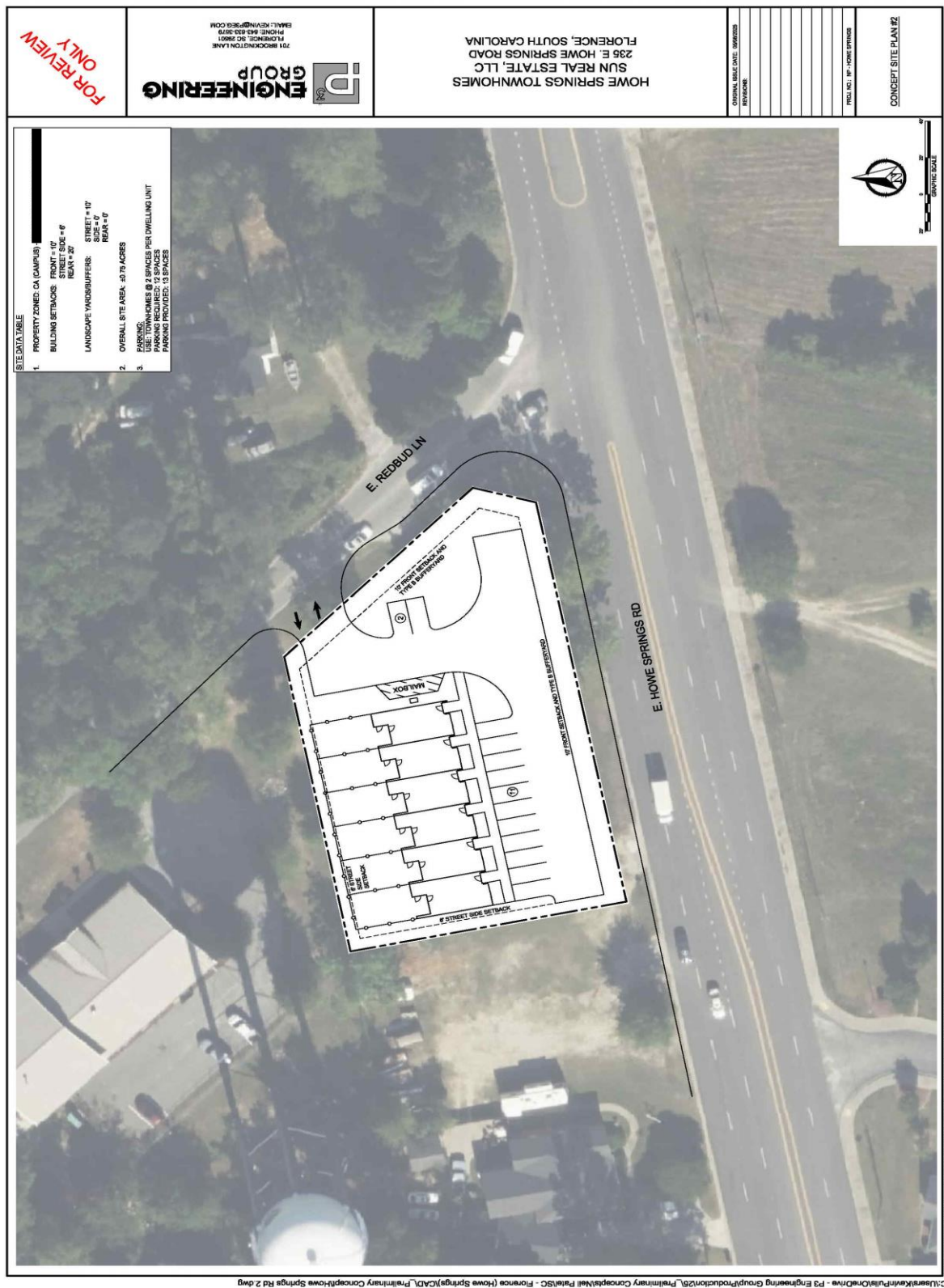
Attachment D: Future Land Use Map



Attachment E: Neighborhood Conservation-6.3 Use Tables from UDO

Table 1-2.7.2-a Residential and Commercial Uses of the Home															
Land Use	Zoning Districts														
	Residential					Business Commercial			Mixed- Use			Industrial		Agricultural & Open Space	
	RE	RS	RG	NC-6.3	NC ³	CR	CA	CG	CBD	AC	DS	IL	IH	OSR	AR
Residential Uses															
Single Family Detached	P	P	P	P	³	P	-	-	-	-	-	-	-	-	P
Lot Line Home	-	C	C	C	³	-	-	-	-	-	-	-	-	-	-
Patio Home ²	-	C	C	C	³	-	-	-	-	-	-	-	-	-	-
Townhome	-	PB	PB	PB	³	-	-	PB	PB	PB	-	-	-	-	-
Cottage	-	C	C	-	³	-	-	-	-	-	-	-	-	-	-
Duplex	-	-	PB	PB	³	-	-	-	-	-	-	-	-	-	-
Manufactured Home ^{1,2}	-	-	-	-	³	-	-	-	-	-	-	-	-	-	-
Multiplex (triplex or quadraplex)	-	-	PB	PB	³	PB	-	-	PB	-	PB	-	-	-	-
Multifamily ²	-	-	C	C	³	-	-	C	C	C	C	-	-	-	-
Live - Work Units	-	-	-	-	³	C	-	-	P	C	P	C	-	-	-
Residential Neighborhoods															
Single Family Cluster	P	P	P	-	³	-	-	-	-	-	-	-	-	-	P
Mixed Housing Cluster	-	P	P	P	³	-	-	-	-	-	-	-	-	-	-
Manufactured Home Park or Subdivision	-	-	-	-	³	-	-	-	-	-	-	-	-	-	-
Commercial Use of the Home															
Bed and Breakfast Inn	C	C	-	-	³	C	-	-	C	C	C	-	-	-	C
Child Care Services	C	C	C	-	³	C	-	-	-	-	-	-	-	-	-
Group Home	C	C	C	-	³	C	-	-	-	-	-	-	-	-	-
Home Occupation	C	C	C	C	³	C	-	-	C	C	-	-	-	-	-
Short Term Rental	SE	SE	SE	SE	³	P	P	P	P	P	P	-	-	-	-
TABLE NOTES: ¹ Permitted only in a manufactured home park or manufactured home subdivision. ² Refer to Appendix A, Best Building and Site Design Practices. (Preferred but not required). RE (Estate Residential), RS (SubNeighborhood Conservation-6.3), RG (General Residential), NC-6.3 (Neighborhood Conservation-6.3), NC (Neighborhood Conservation), CR (Commercial Re-use), CA (Campus), CG (Commercial General), CBD (Central Business District), AC (Activity Center), DS (Destination / Select Use), IL (Light Industrial), IH (Heavy Industrial), OSR (Open Space & Recreation), AR (Agriculture / NC-6.3ral), P (Permitted), C (Conditional Use), SE (Permitted Special Exception Use), - (Prohibited Use), B (subscript, Special site and Building Development Standards) ³ Refer to Table 1-2.7.2-b for Neighborhood Conservation Residential Uses of the Home															

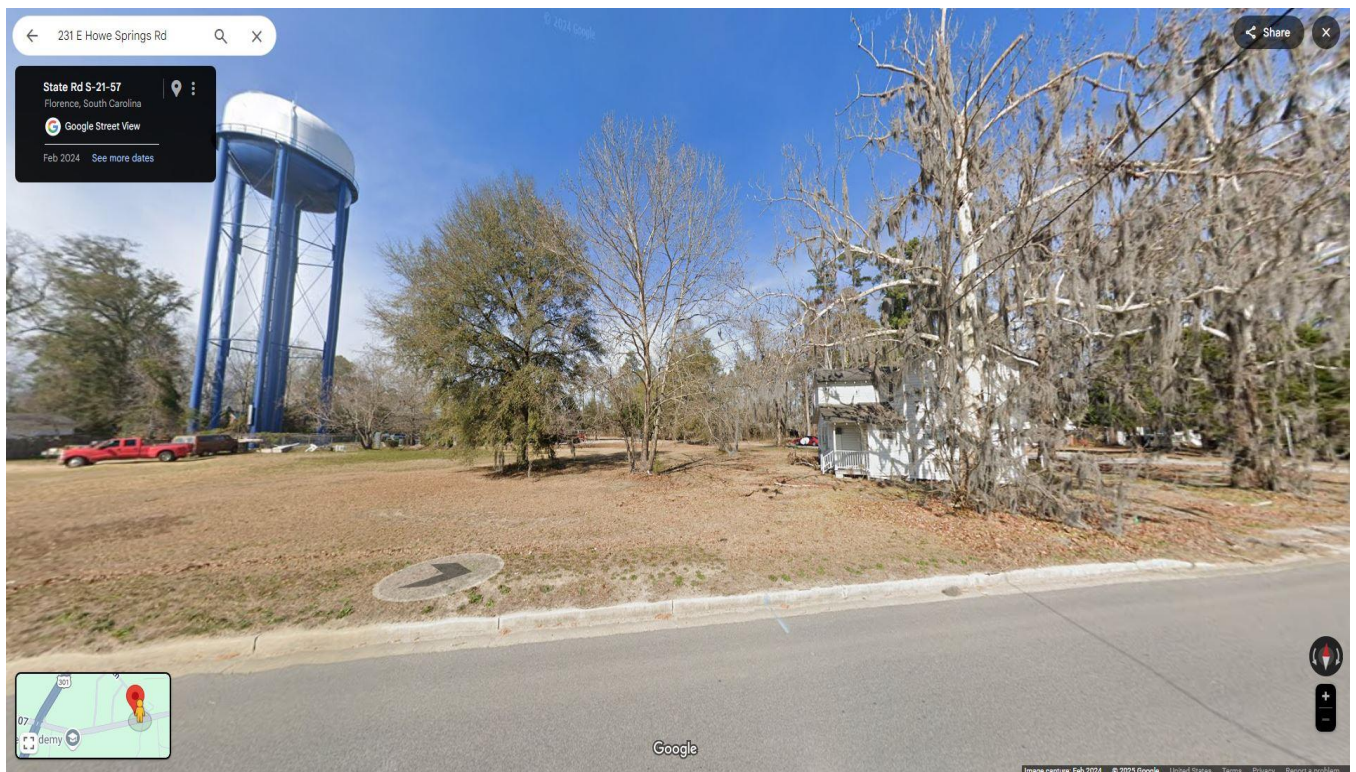
Attachment F: Proposed Future Townhome Development



Attachment G: Site Photos



235 East Howe Springs Road



231 East Howe Springs Road

DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT

STAFF REPORT TO THE

CITY OF FLORENCE PLANNING COMMISSION

JULY 8, 2025

AGENDA ITEM: 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.

I. ISSUE UNDER CONSIDERATION:

The applicant is requesting to construct a duplex that does not meet the design and lot standards laid out in the *Unified Development Ordinance*. According to Section 3-8.3.1, “Single Family Attached and Multiplex Building Standards”, “The applicant may request to have their request for departure from these standards reviewed by the Planning Commission”.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for review and approval.

III. POINTS TO CONSIDER:

- (1) According to Section 3-8.3.1 of the *Unified Development Ordinance*, requests for a departure from the standards provided in the text are to be to the Planning Commission (Attachment H).
- (2) The property owner has proposed the construction of a duplex on the vacant lot at 306 Mullins Street. It is zoned Neighborhood Conservation-4, which does permit duplexes as well as single family detached houses.
- (3) Table 2-4.1.3 “Lot and Building Standards by Housing Type” requires a minimum lot size of 9,000 square feet and a minimum lot width of 90 feet for duplexes, regardless of which zoning district they are in. The lot at 306 Mullins Street is 6,000 square feet in area and has a width of 40 feet, so it is 2/3 the required area and has less than half the required width. The purpose of the minimum lot area and width requirements for duplexes is to ensure adequate space to accommodate the building as well as driveways, parking areas, and open areas.
- (4) There was previously a single family house on this parcel which was demolished in October, 2024. It did appear to have two front doors, implying that it may have been converted to two units at some point, but it was listed on the property card as a single family house (Attachment E). No building records indicating a legal conversion to two units have been located.
- (5) Section 3-8.3.1A of the *Unified Development Ordinance* provides development and design standards for duplexes (Attachment H). These standards were adopted with the intent of preserving

character within established neighborhoods where a mixture of housing types are allowed (single family detached, duplex, multiplex, townhomes, etc.) The design standards ensure that new, higher density housing types are compatible with existing homes by requiring that the street facing façade contain primary entrances, porches, adequate window openings, materials similar to existing homes, adequate parking, etc. (see attachment H).

- (6) Because of the single family character of the neighborhood as well as the size limitations of the lot, City staff does not recommend departure from the requirements of the *Unified Development Ordinance* to permit the construction of a duplex at this location.

IV. OPTIONS:

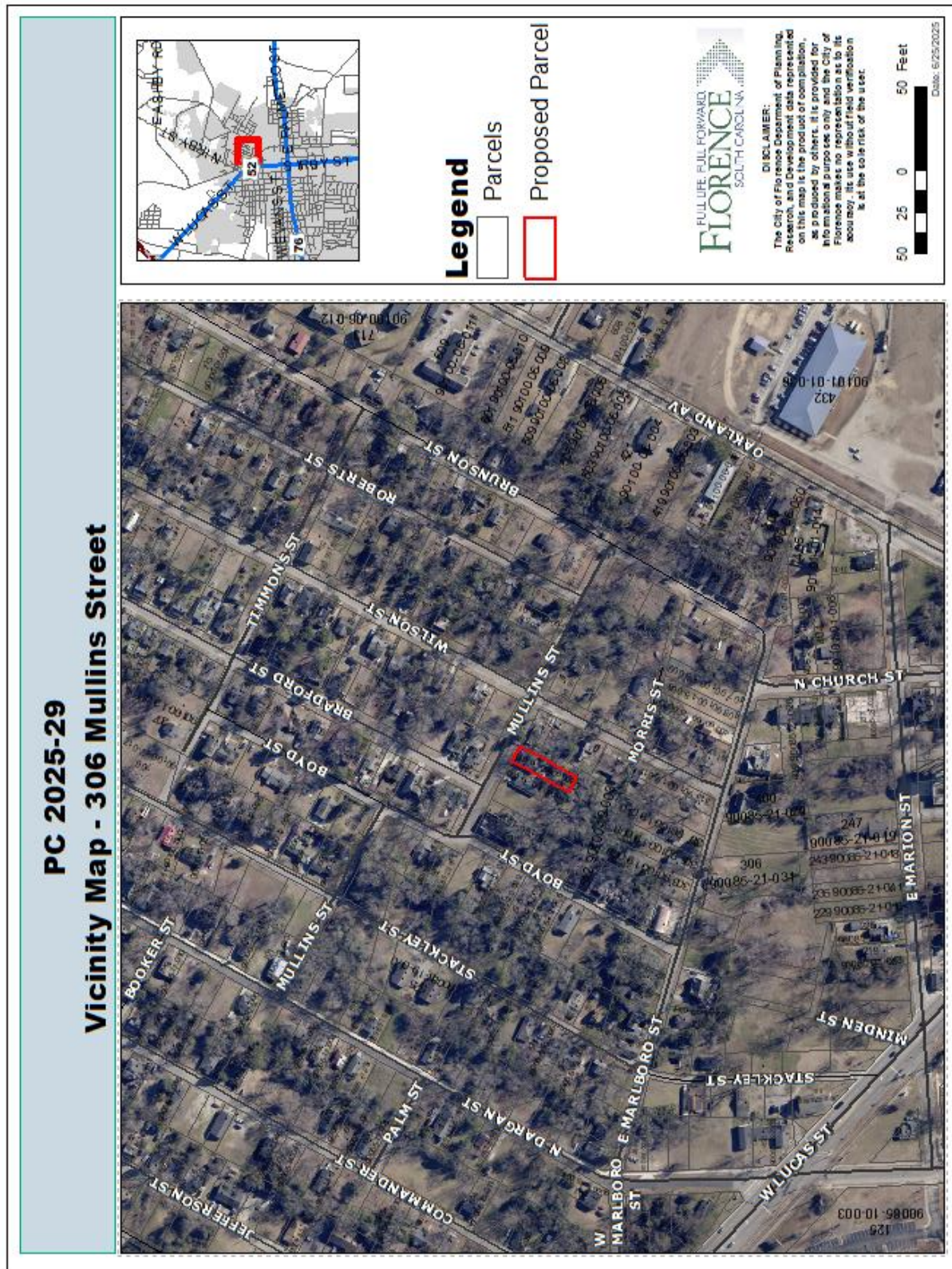
Planning Commission may:

- (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. Original House and Property Card
- F. Proposed Site Plan
- G. Table 2-4.1.3
- H. Sections 3-8.3.1 and 3-8.3.1A

Attachment A: Vicinity Map

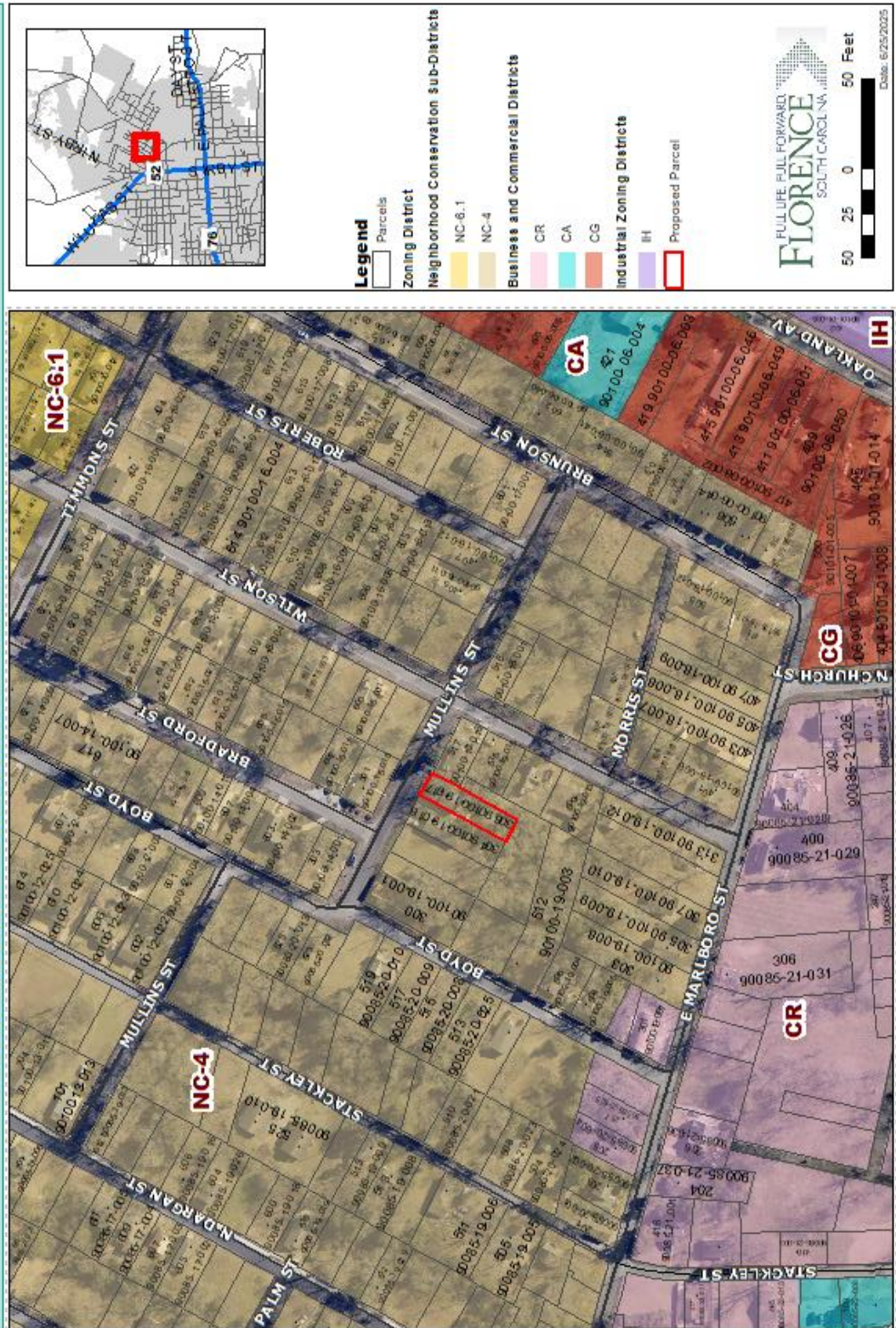


Attachment B: Location Map

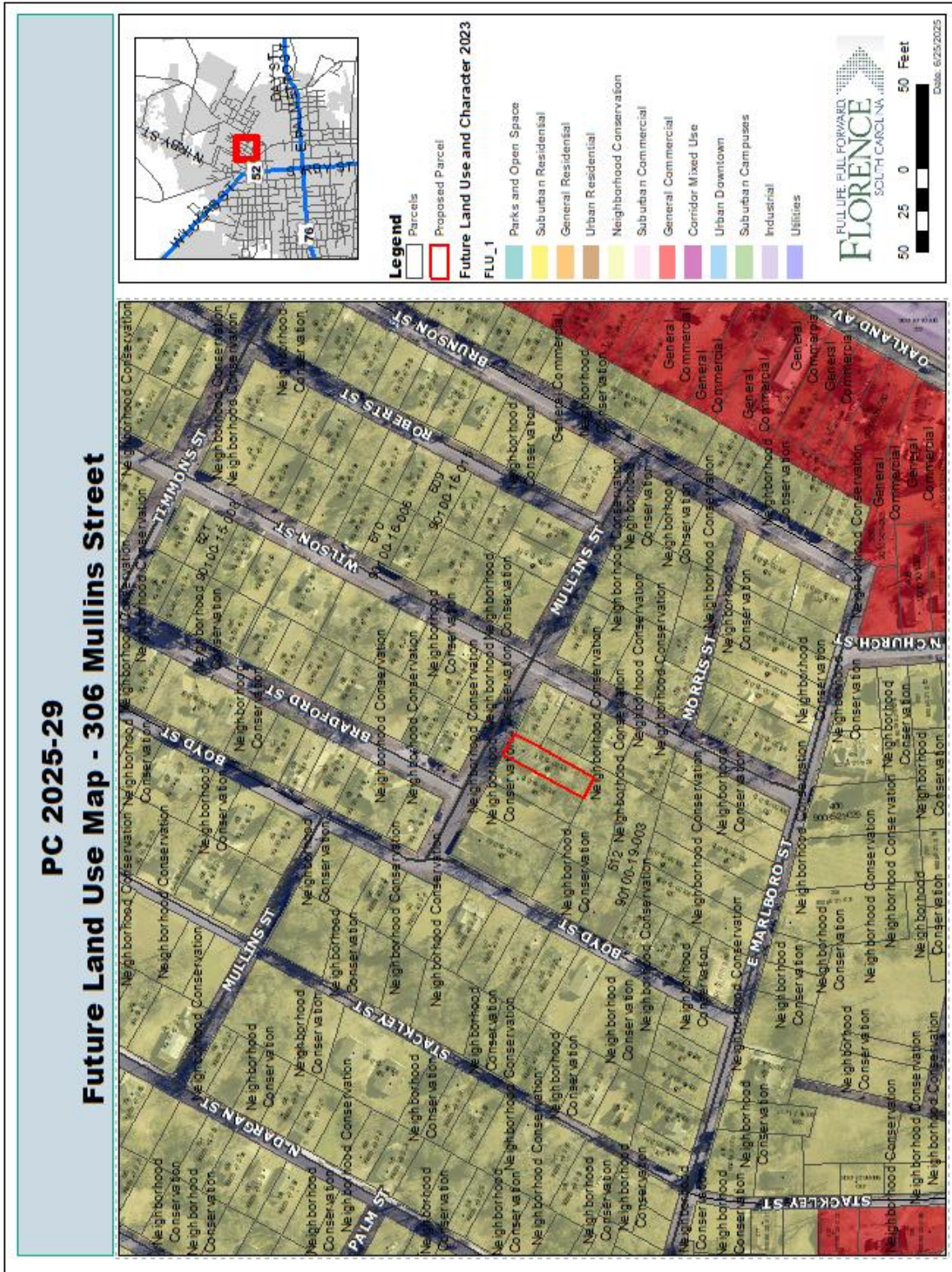


Attachment C: Zoning Map

PC 2025-29 Zoning Map - 306 Mullins Street



Attachment D: Future Land Use Map



Attachment E: Original House and Property Card

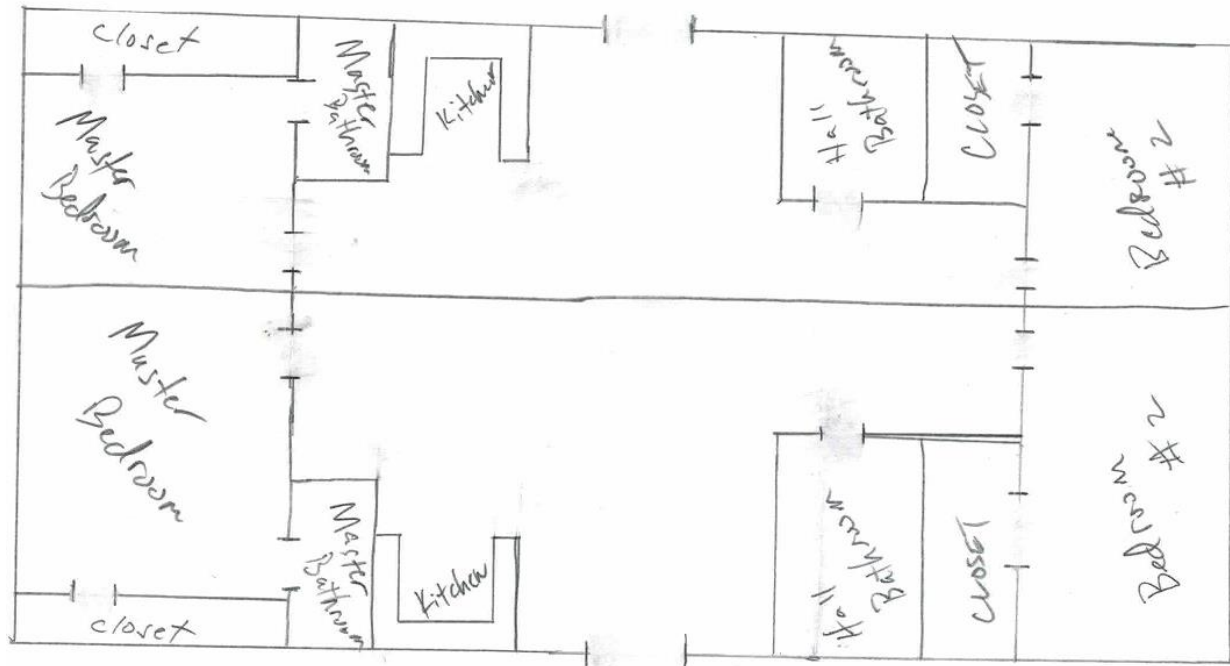


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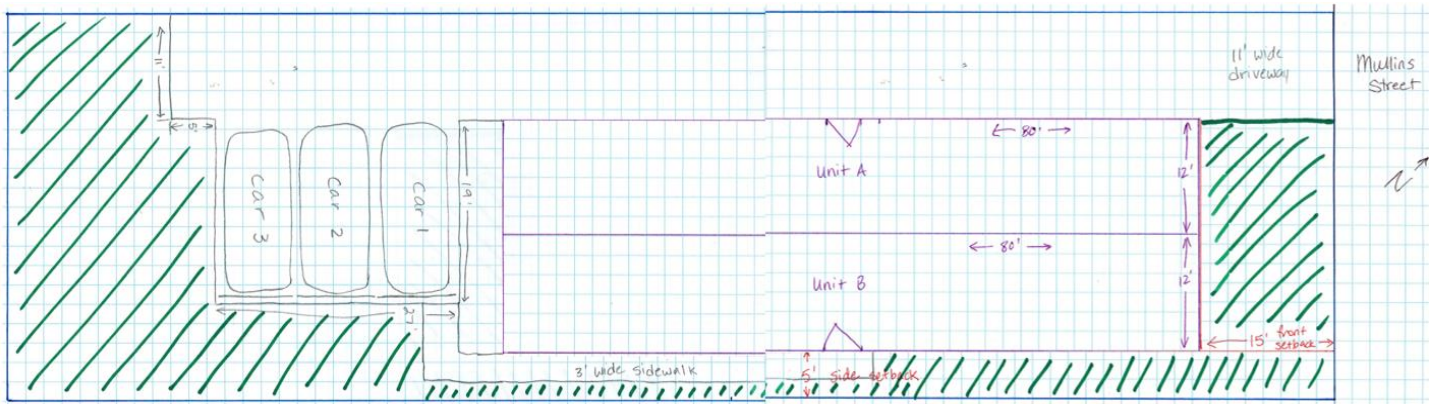
FLORENCE COUNTY TAX ASSESSOR
Property Card Record for MBP: 90100-19-017  TAX YEAR: 2023    9/16/23    8:31:34    PAGE: 73540
----- PROPERTY LOCATION Address -----== PROPERTY BILLING NAME/ADDRESS ==
Number: 00306  Suffix:
Street Name: MULLINS  Street Suffix: ST
City: FLORENCE  State: SC  Zip: 29506 0000
District: 110  Land Class: RI RESIDENTIAL IMPROVED
Legal Desc: MULLINS ST
Land Characteristic Selections
01 Topography 1 Level
02 Street 1 Paved
03 Utilities 1 All Public Utilities
03 Utilities 2 Public Water
03 Utilities 3 Public Sewer
04 Fronting Traffic 3 Light
05 Ownership 1 Private
L A N D  Lots: Regular Lot  Eff Frontage: 40  Eff Depth: 150
-----
R E S I D E N T I A L  MBP: 90100-19-017  BUILDING ID#: 001  SUFFIX#: 000
Building Use Code: RESIDENTIAL 1 FAMILY  Age Erected: 1950  Grade: D  Story Height: 1S  1 STORY
Bedrooms: 03  Full Bath: 1  Half Bath: 1  Fireplaces: Heating & Air Conditioning: 1 NONE
Total Living Area: 1,602  Exterior Wall Construction: F STUD FRAME  02 SF-METAL/VINYL SID.
Ext.Feat.Code: 21  Description: OMP  Area: 210
OBY Code: Size: (len,wid,ht)  AREA: 1,600
Improvement Cost with Additions: .00  Yard/Other Bldg Values:  +NH%: 3}  Total Buildings Value: 10,711.5
-----
--- Totals for MBP ---
# Buildings: 1  Building Value: 10,711.58  Land Market Value: 3,000.00
Market Acres: .00  Use Acres: .00  Land Use Value: .00
Bld/Land Use Total: 10,711.58  Bld/Land Mar.Total: 13,711.58  6% Bld Value: 0  # of 6% Blds: 0
Rental Acres: 0  Rental Acres Value: 0  Ren.Acres-Mar: 0  Ren.Acres Value-Mar: 0

```

Attachment F: Proposed Site Plan



Layout provided by applicant.



Site plan option provided by staff. The purple outline is the floorplan provided by the applicant, with dimensions of 80 feet by 24 feet total. Green is yard. Besides the lack of site and building design details, the proposal does not meet the standards according to the following:

1. No secondary egress is provided (no back door);
2. Primary entrances are not oriented to face the street;
3. No porch covers are provided over the primary entrances, and there is no room for them;
4. The amount of impervious surface is too high;
5. There is no separation between the unit A door and the driveway.
6. There is not enough room between the unit B door and the side property line;

Attachment G: Table 2-4.1.3 “Lot and Building Standards by Housing Type” – Duplexes

Table 2-4.1.3 ⁷ Lot and Building Standards by Housing Type								
Zoning District and Housing Types	Minimum						Maximum	
	Lot Dimension		Setbacks				Building	
	Area ¹	Width ²	Front ²	Interior Side ^{3,4}	Street Side	Rear	Height	Cover
Single-Family Detached	5,000 sf.	50'	15'	5'	10'	20'	35'	50%
Patio / Lot Line House	4,000 sf.	40'	15'	5'	5'	15'	35'	60%
Planned, Mixed Residential	Permits Single-Family Detached (above) and Attached and Multi-Family Dwelling Units (below)							
Attached and Multi-Family Dwelling Units								
Duplex	9,000 sf.	90'	15'	5'	10'	15'	35'	35%
Over-Under Duplex	8,000 sf.	80'	15'	5'	10'	15'	35'	35%
Multiplex	9,000 sf.	90'	15'	5'	10'	20'	40'	50%
Weak-Link Townhouse	3,750 sf.	44'	10'	0'	6'	20'	35'	60%
Duplex Townhouse	3,200 sf.	40'	10'	0'	10'	10'	40'	75%
Townhouse ⁵	2,400 sf.	16'	10'	0'	6'	20'	35'	65%
Apartment, Single Use Building(s)	1,550 sf.	100'	10'	0'	5'	10'	45'	80%
Apartment, Mixed-use Building(s)	See Section 2-6.1.1, General Development Standards.							

Attachment H: Sections 3-8.3.1 and 3-8.3.1A “Single Family Attached and Multiplex Building Standards – Duplex”

Section 3-8.3.1 Single Family Attached and Multiplex Building Standards

It is the intent of design standards to cause development to be compatible with the existing built environment. Good design ensures neighborhood compatibility by appropriate scale and massing adjacent to existing houses. The provisions of this section shall apply to all duplex, triplex, quadruplex, and townhouse developments throughout the City. These standards shall supersede existing regulations elsewhere in the Unified Development Ordinance when in conflict with this section. In all cases, compatibility with the neighborhood shall govern. The provisions of this section shall apply to all new duplex, triplex, quadruplex, and townhouse construction and; additions or alterations to an existing duplex, triplex, quadruplex, or townhouse, totaling 25 percent or more of the gross floor area of the existing building. Interior improvements that do not affect the footprint or façade of the building are excluded. Only the portions of the building or site being altered or added to shall be required to integrate design standards into the design of the alteration or addition. The provisions of this section shall apply to all use conversions to duplex, triplex, quadruplex, and townhouse where conditionally permitted.

In order to provide flexibility and creativity of project designs and to promote development that is more compatible with the existing built environment, departures from these standards may be permitted subject to the approval of the Director of Planning, Research, and Development. In making this determination the director shall find that the departure creates a project design that meets or exceeds the overall purpose and intent of the design standards and replicates the design features existing within the surrounding area. The Director may require such plans as necessary to render such a decision. The applicant may request to have their request for departure from these standards reviewed by the Planning Commission. In such cases, the Director shall determine whether the application is sufficient and therefore complete. In the event

the Director makes the determination that the application is incomplete; the applicant may request that the Chairman of the Planning Commission review the application for sufficiency and completeness. In those cases, the decision of the Planning Commission Chairman shall govern. In all cases the Director may, at his discretion, refer the request from departure from these standards to the Planning Commission for review and approval.

The following design standards are intended to implement the City's vision for housing as set forth in the Comprehensive Plan.

Section 3-8.3.1A

A. Duplex.

1. *Generally.* A duplex is a structure that contains two dwelling units constructed on a single lot.
2. *Site Standards.* See *Section 1-2.8.2, Residential and Commercial Use of the Home Standards.*
 - a. Duplexes that have vehicular access from the street may provide a separate hard surface driveway for each unit, each of which shall be no more than 20 feet wide, or may provide a shared hard surface driveway for both units that is no greater than 27 feet wide for both units.
 - b. Parking shall only be allowed in designated areas, which may be inclusive of the driveways.
 - c. Landscaping shall be provided in a manner that protects the single family character of the surrounding area. For the purposes of this Section, the term "surrounding area" is defined as the area within the shorter distance of the block or 500 feet in each direction on the same side of the street, as measured from the corners of the front property line and including properties that are, in whole or in part, within the aforementioned distance.
 - d. The schedule of lot requirements follow that of *Table 2-4.1.3, Lot and Building Standards by Housing Type.*
3. *Building Development Standards.*
 - a. Front-facing garage doors shall not be greater than 16 feet wide and shall be separated by at least 18 inches. Garages accessed from an alley or if oriented perpendicular to the street are exempt from these width and separation requirements.
 - b. **Primary entrance(s) into the building shall be oriented to a street.** Duplexes may share a primary building entrance with interior access to each unit.
 - c. Primary building entrances shall be separated by at least three feet.
 - d. **Primary entrance(s) shall be sheltered by a covered front porch.**
 - e. The roof of the covered porch shall be attached to and compatible with the architecture of the building.
 - f. Each entry door shall be lit by an external light fixture securely affixed to the building.
 - g. The architecture of the buildings shall include features that are repetitive or similar to the architectural features of the existing buildings of the surrounding area.
 - h. Building facades, herein defined as the street front face of the building, shall be articulated for the purpose of creating visual interest. The following are examples of features that may be used to accomplish the required articulation:
 1. Building offsets;

2. Interesting fenestration and roof lines; and/or
 3. Front porches to encourage “eyes on the street.”
 - i. If more than 50 percent of the existing principal structures in the surrounding area have an elevated first floor, then the first floor of the duplex shall be elevated above the finished grade across the front building line to an average of the principal structures in the surrounding area. Provided, however, in no event shall the first floor be elevated less than eight inches. The foundation shall be skirted with brick, split-faced block, rock or a like material, or stucco or a similarly applied cementitious treatment.
 - j. Windows shall be incorporated into the front façade and shall be accented with shutters, awnings, or decorative framing, or shall be articulated with an offset of at least four inches. At least 20 percent of the vertical planes of the front façade shall be composed of doors and windows which shall include associated shutters, and decorative framing. Where the front façade includes a garage door, at least 10 percent of the vertical planes shall be composed of doors and windows as described above.
 - k. The front façade shall incorporate wall finish materials that are compatible, in all cases, with the surrounding area. It is recommended that one or more of the following wall finish materials be used:
 1. cementitious siding (e.g. hardi-plank, permastone, etc.);
 2. brick;
 3. external woods (pressure treated);
 4. stucco;
 5. vinyl; or
 6. another material as may become available
 - l. Roofing materials shall be constructed of the following; provided, however, that if the existing principal structures in the surrounding area have alternate roofing materials, then the alternate roofing materials may be used:
 1. architectural shingles;
 2. three-tab flat shingles;
 3. concrete tile;
 4. slate; or
 5. building integrated photovoltaics.
4. *Sidewalks.*
- a. Sidewalks that are fully compliant with standards set out in the current regulations of the Americans with Disabilities Act (ADA) and current requirements of SCDOT, shall be provided along the front property line of each building where at least 40 percent of the surrounding area has front sidewalks or either adjacent lot has a sidewalk.
 - b. A sidewalk shall connect the primary building entrance to the driveway, street front sidewalk, or rear parking area.

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE PLANNING COMMISSION
JULY 8, 2025**

AGENDA ITEM: **PC-2025-30** **Request to zone NC-15, pending annexation, 2507 West Andover Road, identified as Florence County Tax Map Number 01221-01-090.**

I. IDENTIFYING DATA:

Owner	Tax Map Number
Nileshkumar S. Patel	01221-01-090

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for public hearing and recommendation of zoning designation to City Council. It has not been considered, nor has any previous action been taken, by the Planning Commission.

III. GENERAL BACKGROUND DATA:

Current Zoning:	R-1 (Florence County)
Proposed Zoning:	NC-15
Current Use:	Single-Family Detached House
Proposed Use:	Single-Family Detached House

IV. POINTS TO CONSIDER:

- (1) The 0.58 acre parcel is in the Windsor Forest subdivision. The County has it zoned R-1 which permits single family detached houses.
- (2) The proposed zoning, pending annexation, is Neighborhood Conservation-15 (NC-15) District. The only use permitted under the proposed zoning is single-family detached houses.
- (3) The only uses that may be developed under the proposed zoning, per the City of Florence Unified Development Ordinance, are those permitted in the NC-15 zoning district. The property will be subject to the City of Florence codes and regulations.
- (4) Land use of the adjacent properties is single-family residential. The adjacent parcels in the City are zoned NC-15.
- (5) Future Land Use of adjacent single-family properties is Neighborhood Conservation.
- (6) City water and sewer services are available.
- (7) City staff recommends the zoning designation due to the existing use, zoning, and character of the area.

V. OPTIONS:

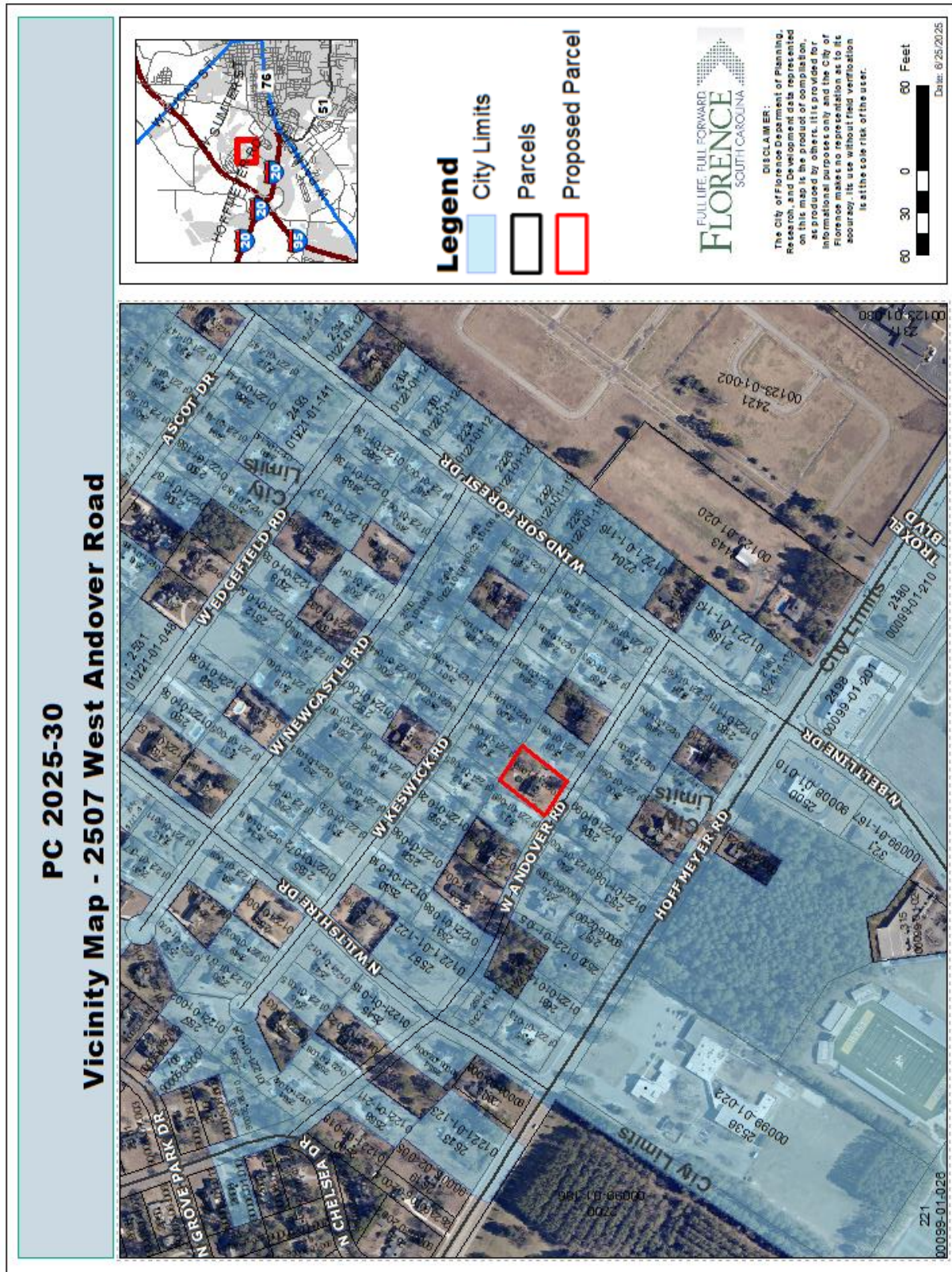
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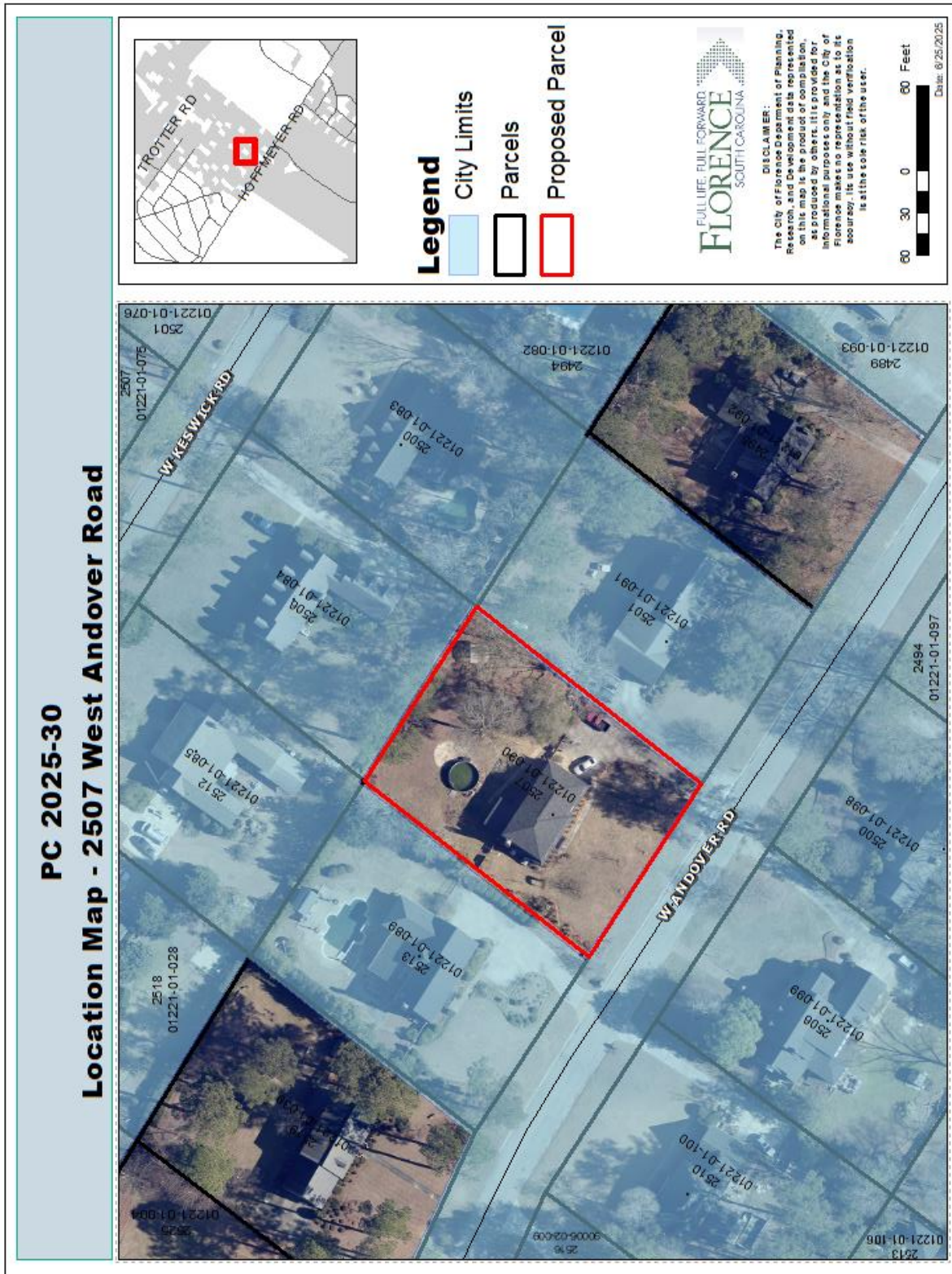
VI. ATTACHMENTS:

- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Site Photo

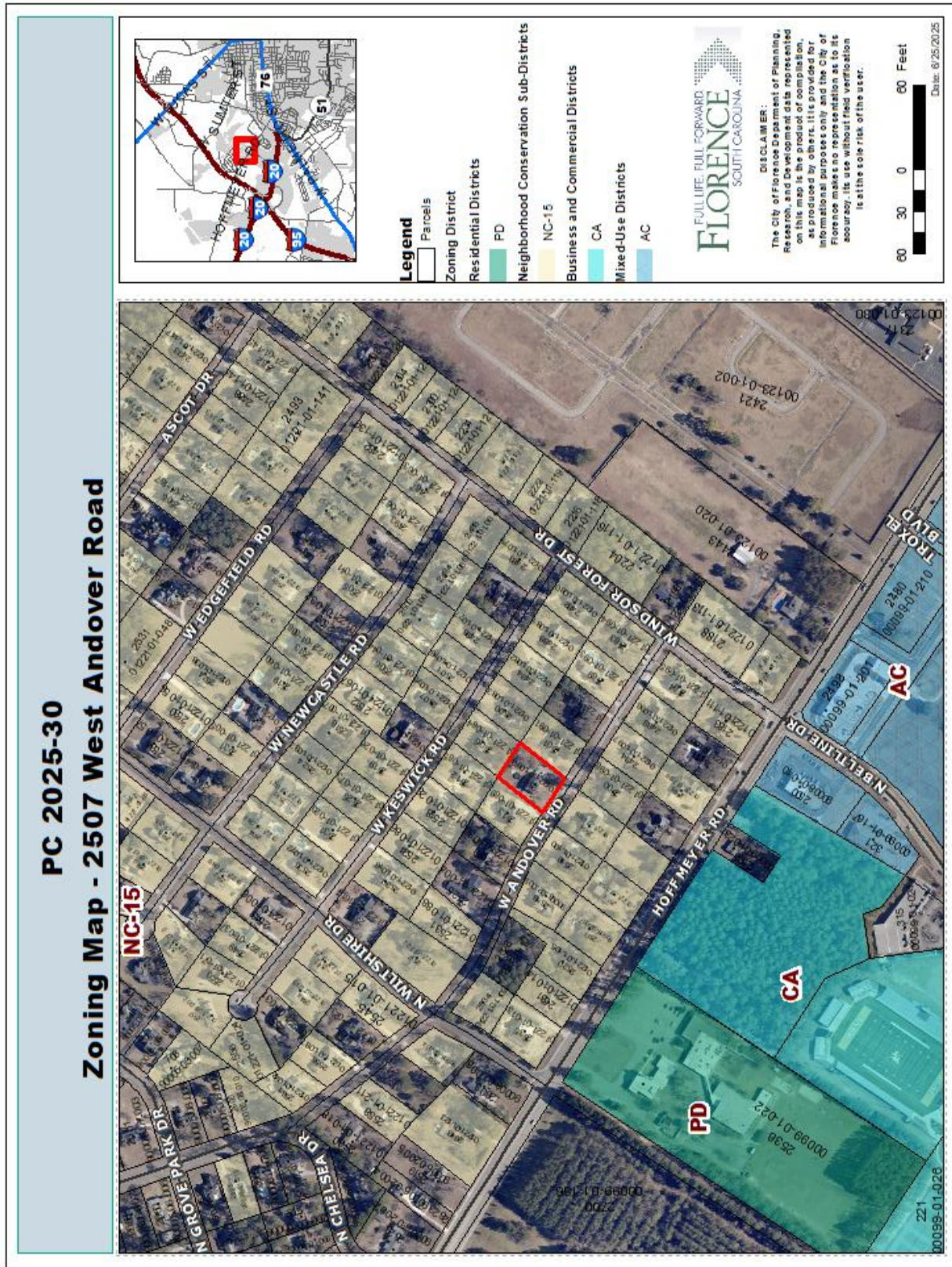
Attachment A: Vicinity Map

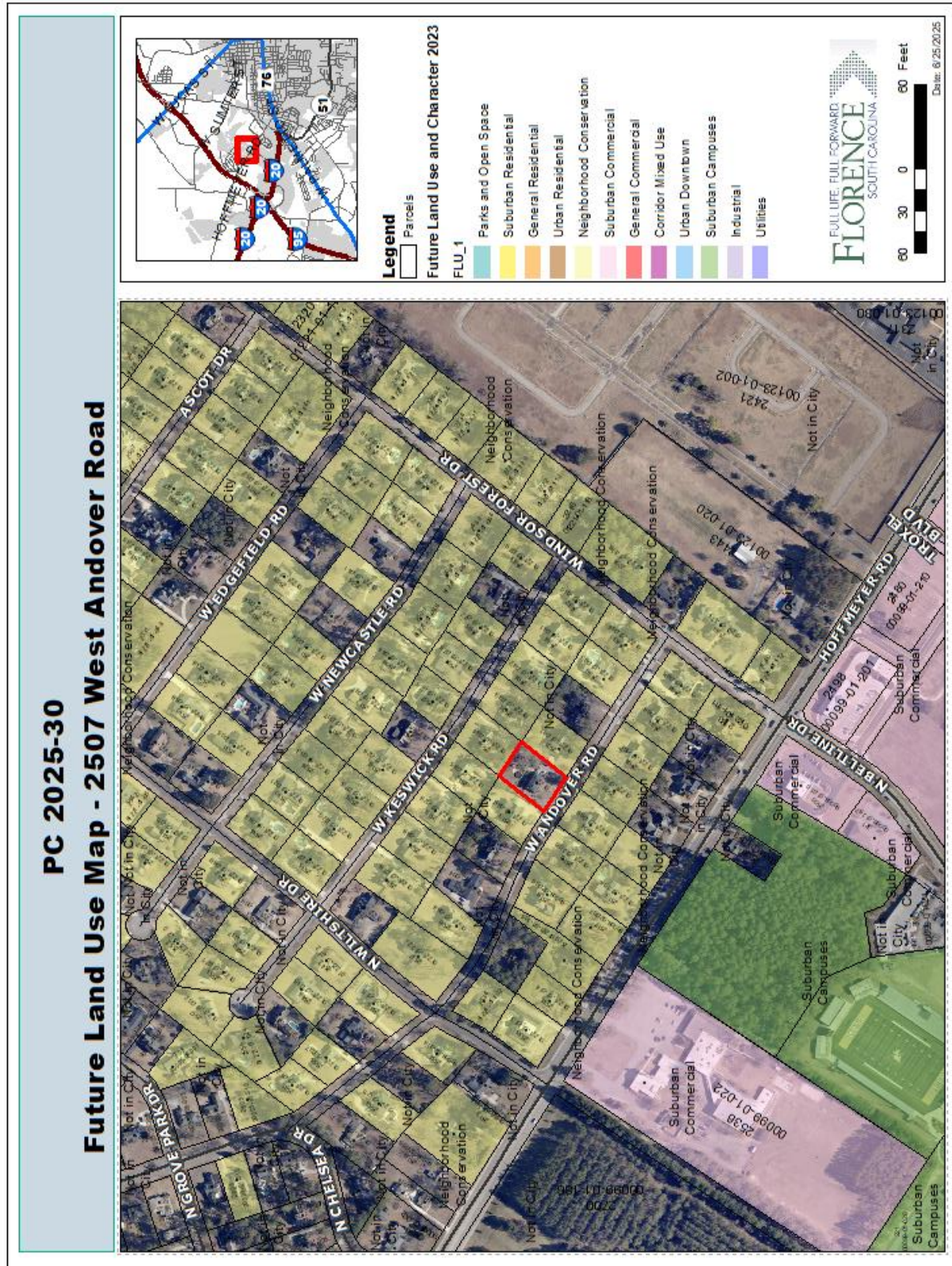


Attachment B: Location Map



Attachment C: Zoning Map





Attachment E: Site Photo

