

**Minutes
Planning Commission Meeting
August 26, 2025**

The special meeting of the Planning Commission was held August 26, 2025 at 5:30 PM. The following were notified of the time, date, and place of the meeting: Members of the Planning Commission, the City Staff, and the press. Present at the meeting were the following: Mayor Miko Pickett, Members of the Committee: Mary White, Edla Vaughn, Bobby Thompson, Pauline Godbolt, Building Official Curtis Richardson, and Felicia Sawyer-Norton, and many others.

1. Call Meeting To Order & Welcome: Committee Chairwoman Mary White called the meeting to order and welcomed all present.

2. Disclosure that local media has been informed of meeting pursuant to South Carolina Freedom of Information Act: Committee Chairwoman Mary White stated the local media had been contacted regarding the time, date, and place of the Special City Council Meeting for Tuesday, August 26, 2025.

3. New Business:

- (a) Official Installation of Officers**
- (b) Street Name Ordinance**
- (c) Comprehensive Plan**

(a) Edla Vaughn volunteered herself for the nomination of Vice-Chair. Bobby Thompson seconded the motion. The nominations were closed. Bobby Thompson made a motion to accept the nomination of Edla Vaughn for Vice-Chair. Pauline Godbolt seconded the motion. Edla Vaughn will be the Vice-Chair of the Planning Commission. Bobby Thompson nominated Pauline Godbolt for Secretary. Edla Vaughn seconded the motion. Pauline Godbolt was elected as Secretary. Terms will be decided at a later meeting.

(b) A copy of the Street Name Ordinance was given to each member for review. This will be discussed at a later meeting.

(c) Committee Chairwoman White recognized Mayor Miko Pickett. Mayor Pickett stated the City has received a grant for \$40,000.00 for a Comprehensive Plan. The consultant stated the plan should be completed soon. Then it will be filed with the Secretary of Commerce in January. The Art Committee has an art contest for "My Dream City". This will be incorporated into the plan.

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Committee Chair Mary White asked if the committee would be included. Vice Chair Edla Vaughn stated she understood the Planning Commission writes the plan. Mayor Miko Pickett stated the committee would be caretakers of the plan. The plan will go with the County's plan. Ms. White thanked the Mayor for speaking.

Committee Chairwoman Mary White along with Mr. Curtis Richardson that a meeting and a hearing are required each month. The meetings are as follows: September 24th, October 22nd, and November 19th. The hearings are: October 8th, November 6th, and December 3rd.

4. Adjournment:

Vice Chairwoman Edla Vaughn made a motion to adjourn. Committee Member Bobby Thompson seconded the motion. The meeting was adjourned.

Mary White
Planning Commission Chairwoman

Attest:

Felicia Sawyer-Norton, Clerk

Proposed Ordinance
Amendment to section 7.6

Sec. 7.6. – Signage, Names and Property Numbering

2. NAMING; PROPERTY NUMBERING

a. Responsibilities of planning commission and city departments.

- (1) For the purpose of clarifying and systematizing the present street naming and numbering pattern in the city and to implement the application of the matters set forth in this article, the city planning commission is hereby authorized to prepare and present to the city council a complete plan for the naming of all streets, avenues and other public ways within the city and for the numbering of all buildings or property having frontage thereon. The planning commission shall follow the general requirements set forth in this article.
- (2) The planning and development division is responsible for assisting the city planning commission with its responsibilities as outlined above in subsection (a), and with keeping the official maps and records concerning both the naming and numbering systems and plans established by the city council and city planning commission. The department of public works' sign shop is responsible for enforcement activities and shall assist and work closely with the planning and development division staff to ensure the naming and numbering systems are implemented in the field. The sign shop shall conduct necessary field work surveys, investigations of complaints of violations, and enforcement activities required to implement this article.
- (3) Recommendation of planning commission required for naming or renaming streets.

The city council by ordinance may name or rename an existing or newly established street within the city only after receiving a recommendation from the city planning commission in accordance with the provisions of the Code of Laws of South Carolina 1976, section 6-7-1110, as amended(4)
- (4) Street directional designation.

In addition to the numbers placed on each building as heretofore provided, all streets, avenues or other public ways within the city are hereby given the following directional designations, such designation to constitute a part of the name of a particular street as a prefix thereto:

- a. All streets north of the north-south base line and running northerly shall bear the prefix North.
- b. All streets south of the north-south base line and running southerly shall bear the prefix South.
- c. All streets east of the east-west base line and running easterly shall bear the prefix East.
- d. All streets west of the east-west base line and running westerly shall bear the prefix West.

(5) Identification of streets.

- a. All new streets and all existing streets undergoing a change of name either as a result of this article or otherwise shall be identified on the following basis: Any street running north-south or east-west shall be designated either as a "Street" or an "Avenue"; provided, however, that:
 1. Any street that is basically curvilinear and is longer than one thousand (1,000) feet in length shall be designated as a "Drive."
 2. Any street longer than one thousand (1,000) feet and running diagonally on a line at an angle to the north-south base line of approximately forty-five (45) degrees shall be designated as a "Road."
 3. Any street less than one thousand (1,000) feet in length, any street that is a cul-de-sac, or any street that begins and ends on the same street without being crossed by any other street shall be designated as a "Court," "Circle," "Way," "Place," "Terrace" or "Lane."

(6) Base lines established.

- a. There are hereby established base lines which shall divide the city into northern and southern parts and into eastern and western parts. Said base lines shall be indicated on the official map of the city and so identified.

1. North-south base line.

Front Street shall constitute the base line dividing the city into northern and southern parts. Hereafter, all streets north of this base line and running generally in a northerly-southerly direction shall be considered "North" streets; likewise, all streets south of this base line and running generally in a northerly-southerly direction shall be considered "South" streets.

2. East-west base line.

Main Street shall constitute the base line dividing the city into eastern and western parts. Hereafter, all streets east of this base line and running generally in an easterly-westerly direction shall be considered "East" streets; likewise, all streets west of this base line and running generally in an easterly-westerly direction shall be considered "West" streets.

(7) Numbering system established.

There is hereby established a uniform system for numbering property and buildings on all streets, avenues and other public ways in the city; all houses and other buildings shall be numbered in accordance with the provisions of this article.

(8) Duties of property owner to obtain and affix number.

Whenever any house, building or other structure shall be erected or located in the city, in order to preserve the continuity and uniformity of numbers, it shall be the duty of the owner to procure the correct number as designated by the planning and development division for said property and to fasten said number so assigned upon said building as

provided by this article. No building permit shall be issued for any house, building or other structure until the owner has procured from the planning and development division the official number of the premises. Final approval of any structure erected, repaired, altered or modified shall be withheld by the codes enforcement division until permanent and proper numbers have been affixed to said structure.

(9) Department of planning and development to advise of numbers, settle conflicts.

It shall be the duty of the planning and development department to inform any party applying therefor of the number belonging to or embraced within the limits of any lot or property as provided in this article. In case of conflict as to the proper number to be assigned to any building, the planning and development department shall determine the number of such building.

(10) Plat book required; public inspection.

In order to facilitate correct numbering, a plat book of all streets, avenues and public ways within the city showing the proper numbers of all houses or other buildings fronting upon all streets, avenues or other public ways shall be kept on file in the office of the planning and development division. These plats shall be open to inspection by all persons during the office hours.

(11) Changing existing numbers.

Existing building and property numbers shall be changed only where it is necessary in the judgment of the planning and development division to maintain the order and uniformity sought by this article.

(12) Notice of proper address to be given when new number assigned.

Written notification of the proper address of each building shall be given to the owner, occupant or agent of each building in all instances where a new number is assigned under the terms of this article.

(13) Placement of numbers.

- a. When a house or other type of building has been assigned a number by the city staff, that property number shall be placed on the building by the property owner or tenant or agent in the manner specified in this article. Additional or alternate numbers to those required for each building may also be placed in other locations on the property in order to more clearly identify the property. The proper placement of numbers is particularly important for the efficient delivery of various private and public goods and services. Police, fire and ambulance services depend upon clearly marked properties in order to save lives and protect property in times of emergency. Cooperation by property owners in complying with this article is essential and imperative to the promotion and maintenance of the public health and general welfare of the citizens of the city.
 1. Such numbers shall be placed on existing buildings if the building is visible from the street or sidewalk. Said numbers shall not be less than three (3) inches in height and shall be conspicuously placed immediately above, on, or at the side of the proper door of each building so that the number can be seen plainly from the street or

sidewalk. In the event that the building is not visible from the street, the required numbers shall be placed elsewhere on the property as specified in subsection (c) below.

2. Additional or alternate property numbers to those required for each building in subsection (b) above may be placed on the property to more clearly identify the property. Such additional or alternate members may be placed near the driveway, walk, or other public entrance to the building. They may be attached to a special sign or plaque placed in the lawn or attached to a gatepost, fence, tree, post or other appropriate place.
3. Numbers attached to freestanding rural type mailboxes which are located at the street may not be counted as meeting the requirements of this section because mailboxes are frequently located in groups or on the opposite side of the street from the property in question. Mailboxes are also easily damaged and removed and therefore are not acceptable locations for the official permanent numbers required in this section. However, numbers of any size may be placed on mailboxes for identification of the box for mail delivery purposes.
4. Once notified by the city staff of a number assignment, number change, or number problem or violation, the property owner, tenant or agent shall place the number on the property as the notification requires as quickly as possible, but within the time established by section 17-36.

(14) Numbering of building or property facing a diagonal street.

Each building or property facing a diagonal street shall be numbered the same as if facing northerly and southerly streets if the diagonal runs more from the north to the south; likewise, each building or property facing a diagonal street shall be numbered the same as if facing on easterly and westerly streets if the diagonal runs more from the east to the west.

(15) Bases for assignment of numbers.

The numbering of buildings on each street shall begin at the base line. All buildings or property facing street not extending through to the base line shall be assigned the same relative numbers as if said street did extend to the said base line. All numbers shall be assigned as follows:

- a. In the central business district, numbers shall be assigned on the basis of one number for each twelve and one-half (12½) feet of frontage along the street.
 - b. In business districts other than the Central Business District and in all commercial and professional districts, numbers shall be assigned on the basis of one number for each twenty-five (25) feet of frontage along the street.
 - c. In residential districts, numbers shall be assigned on the basis of one number for each fifty (50) feet of frontage along the street.
 - d. Grid lines, as shown on the property-numbering map, shall indicate the point at which all numbers shall change from one hundred (100) to the next higher hundred.
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- e. All buildings or property on the south side of east-west streets and on the east side of north-south streets shall bear even numbers; all buildings or property on the north side of east-west streets and on the west side of north-south streets shall bear odd numbers.
 - f. Where any building has more than one entrance, a separate number shall be assigned to each entrance serving a separate occupant.
 - g. A building shall be assigned the number of the numbering interval in which the main entrance of the building falls. In measuring the numbering intervals of street frontage, if the main entrance of a building falls exactly upon the line which divides one interval from the next higher interval, the number of either interval may be assigned to that entrance.
 - h. A multiple-family dwelling having only one main entrance shall be assigned only one number, and separate apartments in the building shall carry a letter designation such as A, B, C, in addition to the number assigned to the main entrance of the building.
 - i. Any building to the rear of another building fronting on a street shall carry a fractional suffix number in addition to the number assigned to the building having frontage on said street.
 - j. A duplex house having two (2) front entrances shall have a separate number for each entrance. In the event that both entrances fall within the same numbering interval, either the preceding number or the next higher number shall be used for one entrance number, and the interval number in which the entrances fall shall be used for the other entrance.

(16) Numbering enforcement; violation; penalties.

It shall be unlawful to fail to conform to the numbering provisions of this article. It shall be the duty of all city staff members and citizens to report numbering inconsistencies, problems, and violations to the city staff for investigation and appropriate enforcement. A violation of such provisions shall make the offender liable to the following penalties:

- a. *First offense.* Written warning. Comply with requirements within fifteen (15) days after being properly served upon the owner or owner's agent by the city. The notice shall be properly served upon such owner or agent when such notice has been sent by certified mail to such person's last known address or when such person has been served with such notice by any other method authorized by the laws of this state.
 - b. *Second offense.* Written warning allowing an additional five (5) days to comply with requirements.
 - c. *Third or any subsequent offense.* Shall cause the city to issue a summons and upon conviction of a violation of this article the offender shall be punished as provided in section 1-7.
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P.O. Box 408
Mullins, SC 29574
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5202 (f)

BUILDING AND PLANNING DEPARTMENT STREET NAME CHANGE APPLICATION

S.N. No. _____

Applicant / Agent / Owner: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ E-mail: _____

TO BE COMPLETED BY PLANNING DEPARTMENT

Map Reference: _____ Date Approved: _____

Date Received: _____ Fee Paid: _____

Commission Districts: _____

Existing Street Name: _____

Proposed Street Name: _____

The following information must be attached to the application:

1. A written petition bearing signatures of a minimum of 51 percent (%) of the property owners fronting said street. The property owners signing shall also constitute a minimum of 51 percent (%) of the linear street frontage. Linear street frontage shall include frontage of properties that abut both sides of the street right-of-way.
2. Map showing street or portion of street affected by change.

Reason for requesting change (Attach additional information if needed.)

SIGNATURE

DATE



Florence County
E-911 Addressing
518 S. Irby Street
Florence, SC 29501
843-676-8600

Application for Naming / Re-naming Street

Form
SN-2019-07

General Info

We the undersigned property owners/ residents request that the Florence County E9-1-1 Addressing Department, initiate the necessary steps to name the street on which our residences or businesses abut or will abut.

1. Reason for street name:

2. Location of street to be named:

3. Legal Description: (Lot, Block, Subdivision Name & Map Number) Project Title:

We request that this street be named the following: (You must submit at least three choices. Any petitions with less than 3 will not be considered)

1. 4.

2. 5.

3. 6.

Owner/Tenant/Permit Holder Info

5. Property Owner/Lessee Tenant Name: Telephone:

Address: City: State: Zip Code: E-Mail Address:

6. Applicant Name: Check one ☐ Property Owner ☐ Authorized Agent of Property Owner Telephone:

Address: City: State: Zip Code: E-Mail Address:

I understand the following:

1. Roads that have been officially named by the Florence County Council may be considered for renaming by the Florence County Council as necessary, upon the recommendation of the Florence County Planning Commission.

2. Prior to street names being approved, staff will check the proposed names against the E9-1-1 MSAG-(Master Street Address Guide) to determine if there exist any phonetic similarities to existing street names in all of Florence County. We understand that by submitting this petition, we are not guaranteed that the request will be approved.

3. This application must be accompanied by a \$100 non-refundable processing fee

4. Request to rename, filing fee. For any street with an official name, prior to consideration for renaming by the Florence County Planning Commission, a non-refundable filing fee of \$100.00 must be received by the Florence County Planning Office. Successful applicants will be required to pay an actual-cost sign replacement fee not to exceed \$500. These fees are established and are subject to periodic changes by the Florence County Council. Fee for renaming is to be paid in advance.

Applicant's Signature

Date

Staff Use Only

Planning Commission Date:

Invoice Number:

County Council Date:

Received by:

Planning/Development

Plan Review Fees				
-	Subdivision Review			
•	Engineering			
▪	1-50 Lots			\$1,600.00
▪	51 + Lots (plus \$20 for each additional lot)			\$1,600.00
▪	Revised Plans			\$200.00
•	Zoning			
▪	1-24 Lots			\$200.00
▪	25-75 Lots			\$400.00
▪	75 + Lots			\$600.00
•	Final Development Plan			\$75.00
▪	Minor Revision (Administrative Level)			\$75.00
▪	Major Revision (Planning Commission)			\$100.00
•	Final Plat Revisions			\$50.00
-	Group Residential Developments: Single Family Attached and Multi-family developments of 3 or more dwelling units			\$250.00
-	Commercial Site Plan Review			\$250.00
Rezoning Fees: (Upon Receipt of Rezoning Application)				
Size of Property	Residential	Multi-Family	Non-Residential	PD
<2 acres	\$100	\$205	\$270	\$650
2 acres	\$130	\$240	\$305	\$650
3 acres	\$160	\$270	\$340	\$650
4 acres	\$190	\$305	\$375	\$650
5 acres	\$220	\$340	\$405	\$650
6 acres	\$250	\$375	\$440	\$650
7 acres	\$270	\$405	\$475	\$650
8 acres	\$300	\$440	\$510	\$650
9 acres	\$330	\$475	\$540	\$650
10+ acres	\$400	\$500	\$600	\$650
Annexation	\$400	\$1000	\$600	\$650
Occupancy Inspections (Excluding Permitted Work)				
-	Commercial Building			\$75.00
-	New Mobile Home			\$250.00

