

Minutes

Regular Meeting of the Florence County Board of Zoning Appeals

Tuesday, October 21, 2025 at 6:30pm
 Florence County Complex, Room 803
 180 N. Irby St., Florence, South Carolina 29501

Florence County Planning Department staff posted the agenda for the meeting at the following locations:

- The County's Website
- Information Board / Main Entrance of the County Complex (180 N Irby St, Florence)
- Information Board / Main Lobby of the County Planning & Building Dept (518 S Irby St, Florence)
- Elevator Landings / 1st Floor and 8th Floor of the County Complex
- The agenda was also mailed to the media.

I. Call to Order

Chairman Brian Casey called the meeting to order at 6:30PM.

II. Attendance:

Board Members Present: Chairman Brian Casey
 Vice-Chairman Brenda Deas
 Craig Floyd
 Wesley Martin
 Kenneth Muldrow
 Louie Hopkins
 Jessica Wright

Board Members Absent: None

Staff Present: Mr. Ethan Brown, Deputy Director
 Mr. J. Shawn Brashear, Planning Director
 Ms. Lisa Becoat, Administrative Assistance
 Ms. Holly Smith, Secretary
 Patrick Ward, IT Dept Staff

Staff Absent: Mr. Malloy McEachin, County Attorney
 Ms. Caroline Dunlap, Planner III

Public Attendance: See sign-in sheet on file at the Florence County Planning Department.

III. Review and motion of the minutes:

- Minutes of the BZA Meeting of August 19th, 2025

Motion to approve the minutes as presented was made by Vice-Chairman Brenda Deas/
 Ms. Jessica Wright **Seconded** the Motion. All were in favor.

The minutes of the August 19, 2025 BZA Meeting were unanimously approved 7 to 0.

IV. Public Hearing:

Chairman Casey stated that there was no public hearing advertised for this meeting.

V. Other Business

Chairman Casey inquired with staff in attendance if there was any other business that needed to be discussed.

At that time staff member, Ethan Brown, approached the podium and noted as a reminder for all the BZA members that beginning with the next scheduled meeting in November (if there would be a meeting) and for all meetings thereafter, the recently approved start time of 6PM would come into effect.

Mr. Brown, having one other business item to discuss, explained to the Board that staff member, Holly Smith, had printed booklets of the Zoning Code (Chapter 30) of the Florence County Code of Ordinances to pass out to each member. As Ms. Smith passed out the materials, Mr. Brown requested the observance of the color-coded tabs on certain pages of each member's booklet and explained that these were placed there by staff to mark sections of the Zoning Code applicable to the primary function of the Board of Zoning Appeals of hearing and deciding variance requests. He continued to explain that these tabbed sections were the most frequently referenced sections for the majority of variance requests received by the Planning/Zoning Departments. He then briefly named specific tabbed sections such as use charts, stating that while use variances are not allowed to be granted by the BZA, the use charts identified various uses that were allowed in each zoning district, and certain conditional uses that applicants may request relief from. He also mentioned, by name only, other tabbed sections such as setback areas and bufferyards. Mr. Brown concluded by explaining to the Board that the material provided would hopefully allow members to get a better understanding of and also to have a printed record of some of the more technical details of the Zoning Code.

After the materials were distributed to each BZA member, Mr. Brown stated there was no other business to report or discuss from staff.

VI. Adjournment

There being no other business, questions, or discussion, Chairman Brian Casey adjourned the meeting at 6:33PM.

Holly Smith, BZA Secretary

Approved by:

Ethan Brown, Deputy Director of Planning & Building

**These minutes reflect only actions taken and do not represent a true verbatim transcript of the meeting.*