

**CITY OF FLORENCE, SOUTH CAROLINA  
PLANNING COMMISSION  
JANUARY 10, 2023 AGENDA**

**I. Call to Order**

**II. Invocation**

**III. Approval of Minutes** Regular meeting on December 13, 2022

**IV. Matter in Position for Action**

PC-2023-01 Request for sketch plan review of Wren Crest Townhomes, to be located on Katherine's Court and specifically identified as Florence County Tax Map Numbers 90079-01-012 and 90079-01-056.

**V. Public Hearing and Matter in Position for Action**

PC-2023-02 Request for approval of a commercial easement to access 1015 South Ebenezer Road, specifically identified as Florence County Tax Map Number 00075-01-124.

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

PC-2023-03 Request to rezone a parcel located on Dexter Drive from NC-15 to NC-6.3, specifically identified as Florence County Tax Map Number 00150-01-140.

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

PC-2023-04 Request to zone NC-6.3, pending annexation, two parcels located on South Church Street, specifically identified as Florence County Tax Map Numbers 90104-02-015 and 90104-02-030.

**VIII. Adjournment** Next meeting is scheduled for February 14, 2023.

**CITY OF FLORENCE, SOUTH CAROLINA  
PLANNING COMMISSION  
DECEMBER 13, 2022 MINUTES**

**MEMBERS PRESENT:** Betty Gregg, Robby Hill, Dorothy Hines, Charles Howard, Jerry Keith, Jr., and Bryant Moses

**MEMBERS ABSENT:** Drew Chaplin, Mark Lawhon, and Vanessa Murray

**STAFF PRESENT:** Clint Moore, Derek Johnston, Alane Zlotnicki, and Bryan Bynum for IT

**CALL TO ORDER:** In the absence of Chairman Drew Chaplin, Co-Chairman Charles Howard called the meeting to order at 6:00 p.m.

**INVOCATION:** Chairman Howard asked Mr. Moses to provide the invocation, which he did.

**APPROVAL OF MINUTES:** Chairman Howard asked Commissioners if any changes needed to be made to the November 8, 2022 meeting minutes. There being no changes, Mr. Hill moved to approve the minutes, Ms. Hines seconded the motion, and the motion passed unanimously (6-0).

**APPROVAL OF 2023 MEETING DATES:** Chairman Howard introduced the calendar of meeting dates for 2023 and asked Commissioners if there were any problems with it. There being none, Ms. Hines moved to approve the calendar; Mr. Hill seconded the motion, and the motion passed unanimously (6-0).

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

**PC-2022-39 Request to zone NC-6.1, pending annexation, the parcel located at 925 West Sumter Street and specifically identified as Florence County Tax Map Number 90060-07-002.**

Chairman Howard read the introduction to PC-2022-39 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Planning Commission.

Chairman Howard asked if the commissioners had any questions for staff. There being no questions for staff, Chairman Howard opened the public hearing.

There being no one to speak either for or against the request and no other questions or comments, Chairman Howard closed the public hearing and called for a motion. Mr. Moses moved that the request be approved as submitted; Mr. Keith seconded, and the motion passed unanimously (6-0).

**PC-2022-40 Request to zone DS, pending annexation, the parcel located at 825 South Church Street and specifically identified as Florence County Tax Map Number 90105-01-007.**

Chairman Howard read the introduction to PC-2022-40 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Planning Commission.

Chairman Howard asked if the commissioners had any questions for staff. There being no questions for staff, Chairman Howard opened the public hearing.

There being no one to speak either for or against the request and no other questions or comments, Chairman Howard closed the public hearing and called for a motion. Mr. Moses moved that the request be approved as submitted; Ms. Gregg seconded, and the motion passed unanimously (6-0).

**PC-2022-41 Request to zone OSR, pending annexation, the parcel located at 833 South Church Street and specifically identified as Florence County Tax Map Number 90105-01-018.**

Chairman Howard read the introduction to PC-2022-41 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Planning Commission.

Chairman Howard asked if the commissioners had any questions for staff. There being no questions for staff, Chairman Howard opened the public hearing.

There being no one to speak either for or against the request and no other questions or comments, Chairman Howard closed the public hearing and called for a motion. Mr. Hill moved that the request be approved as submitted; Ms. Gregg seconded, and the motion passed unanimously (6-0).

**PC-2022-43 Request to consider the abandonment of a sewer line and easement located on South Cashua Drive, identified as Florence County Tax Map Number 00100-01-159.**

Chairman Howard read the introduction to PC-2022-43 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Planning Commission.

Chairman Howard asked if the commissioners had any questions for staff. Mr. Moses asked if the owner would still be able to access the sewer line. Mr. Moore explained that they would still be able to tap into the sewer system; the City would just not be responsible for it on that lot and the two parcels can be combined into one larger lot for future commercial development. It's a relatively new line, put in for the school, but ended up not being used by Delmae Elementary School. There being no other questions for staff, Chairman Howard opened the public hearing.

There being no one to speak either for or against the request and no other questions or comments, Chairman Howard closed the public hearing and called for a motion. Mr. Hill moved that the request be approved as submitted; Mr. Keith seconded, and the motion passed unanimously (6-0).

**PC-2022-44 Request to consider the abandonment of City right-of-way located on Power Street, identified as being on the north side of Florence County Tax Map Number 00147-01-072.**

Chairman Howard read the introduction to PC-2022-44 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Planning Commission. He said that the property owner behind the right of way claimed to have access rights to the rear of his property through this ROW, but we haven't found anything to support that claim. It doesn't matter to the City anyway; he would need to negotiate any agreement with the school district.

Chairman Howard asked if the commissioners had any questions for staff. Mr. Keith asked who owned the property in question; Mr. Johnston said his name was Mr. Tommy, who owns Matthews Acquisitions. There is no driveway in that portion of his lot that touches the Power Street ROW. There being no other questions for staff, Chairman Howard opened the public hearing.

There being no one to speak either for or against the request and no other questions or comments, Chairman Howard closed the public hearing and called for a motion. Mr. Hill moved that the request be approved as submitted; Ms. Gregg seconded, and the motion passed unanimously (6-0).

**ADJOURNMENT:** There being no other business, Chairman Howard wished everyone a Merry Christmas, and Mr. Moses moved to adjourn. Mr. Keith seconded, the motion passed unanimously (6-0), and Chairman Howard adjourned the meeting at 6:18 p.m. The next meeting is scheduled for January 10, 2023.

Respectfully submitted,

Alane Zlotnicki, AICP  
Senior Planner

## CITY OF FLORENCE PLANNING COMMISSION MEETING

**DATE:** January 10, 2023

**AGENDA ITEM:** PC-2023-01      **Request for sketch plan review of Wren Crest Townhomes, to be located on Katherine's Court and specifically identified as Florence County Tax Map Numbers 90079-01-012 and 90079-01-056.**

### I. IDENTIFYING DATA:

Owner	Tax Map Number
Wren Crest Townhomes LLC	90079-01-012 and 90079-01-056

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

This issue is before the Planning Commission for approval. No previous actions have been taken concerning these parcels.

### III. GENERAL BACKGROUND DATA:

**Current Zoning:** Neighborhood Conservation-6.3 (NC-6.3) & Commercial General (CG)  
**Current Use:** Wooded Lots, Undeveloped  
**Proposed Use:** 29 Single-Family Attached Townhome Units (4 Buildings)

### IV. SURROUNDING LAND USE AND ZONING:

**North:** Neighborhood Conservation-6.3 (NC-6.3)  
**South:** Commercial General (CG)  
**East:** Planned Development District (PDD)  
**West:** Commercial General (CG)

### 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) The two development tracts have a total of 2.99 acres. The development will consist of four separate buildings: two with 8 units, one with 7 units, and one with 6 units for a total of 29 proposed townhome units.
- (3) Currently, the northern tract at 414 Katherine's Court (1.22 acres) is zoned NC-6.3 and the southern tract at 421 Second Loop Road (3.52 acres) is zoned CG. The townhome development's parcels will be subdivided before construction begins to reflect property lines shown on the proposed sketch plan.
- (4) The townhome development will be afforded public access by way of Katherine's Court, not Second Loop Road. Public access will be through proposed private streets, Wren Crest Lane &

Stevens Court. The roads are required to be constructed to City specifications, and will be maintained by the Homeowner's Association. The townhomes will be oriented perpendicular to and fronting on Stevens Court.

- (5) The current zoning will be unchanged by the development. The NC-6.3 & CG zoning designations are both reviewed per *Unified Development Ordinance* townhome conditions set out in Section 1-2.8.2J. 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) Bufferyards including 6' tall fencing will be provided between the proposed development and adjacent properties as shown on the sketch plan to meet the intent of the UDO.
- (7) 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 roll carts for each unit stored in the designated area shown on the sketch plan.
- (8) Upon staff review, minor discrepancies with the *Unified Development Ordinance* are being 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.
- (9) 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.

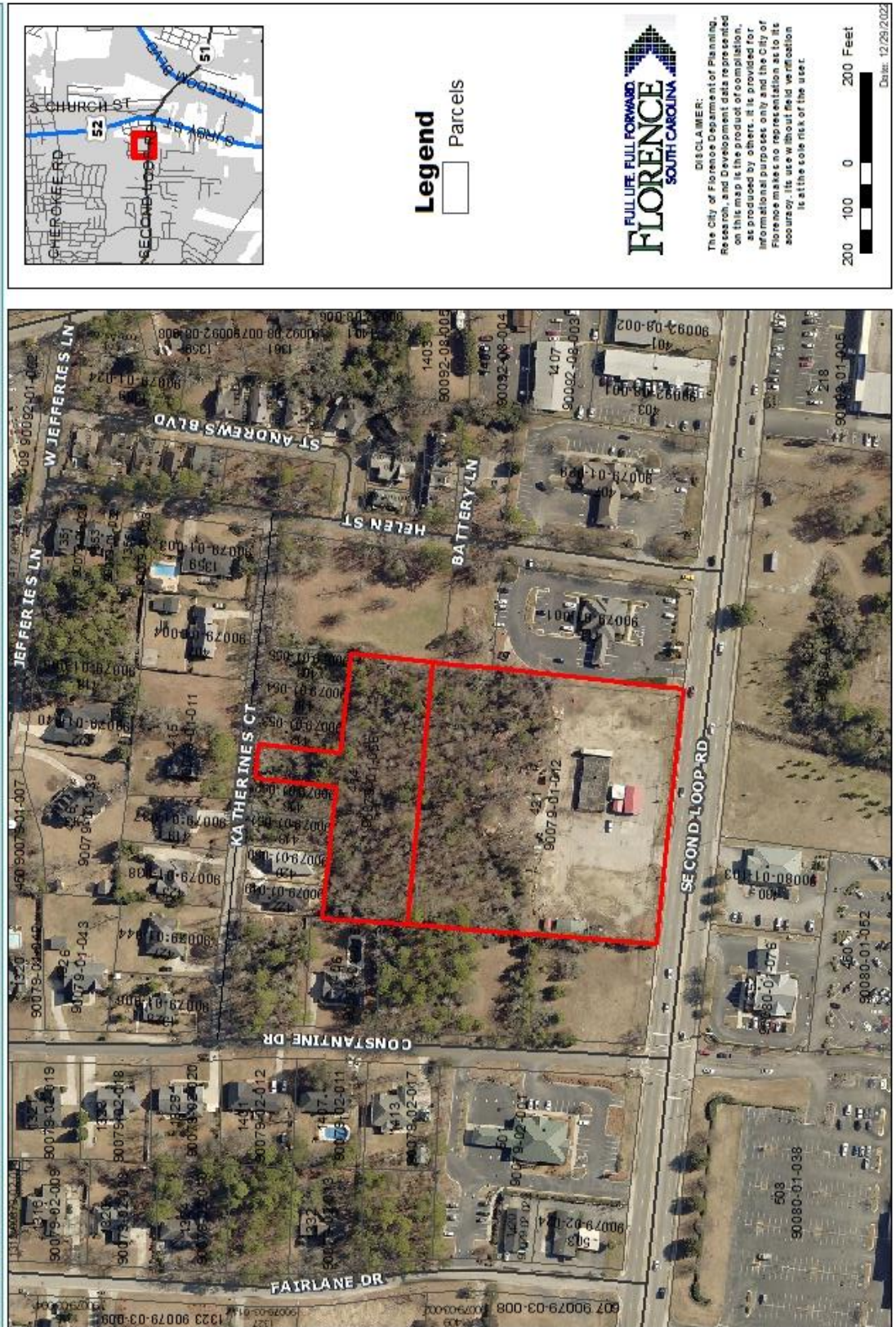
## **VII. ATTACHMENTS:**

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



Attachment A: Vicinity Map

**PC 2023-01 Attachment A**  
**Vicinity Map Wren Crest Townhomes**



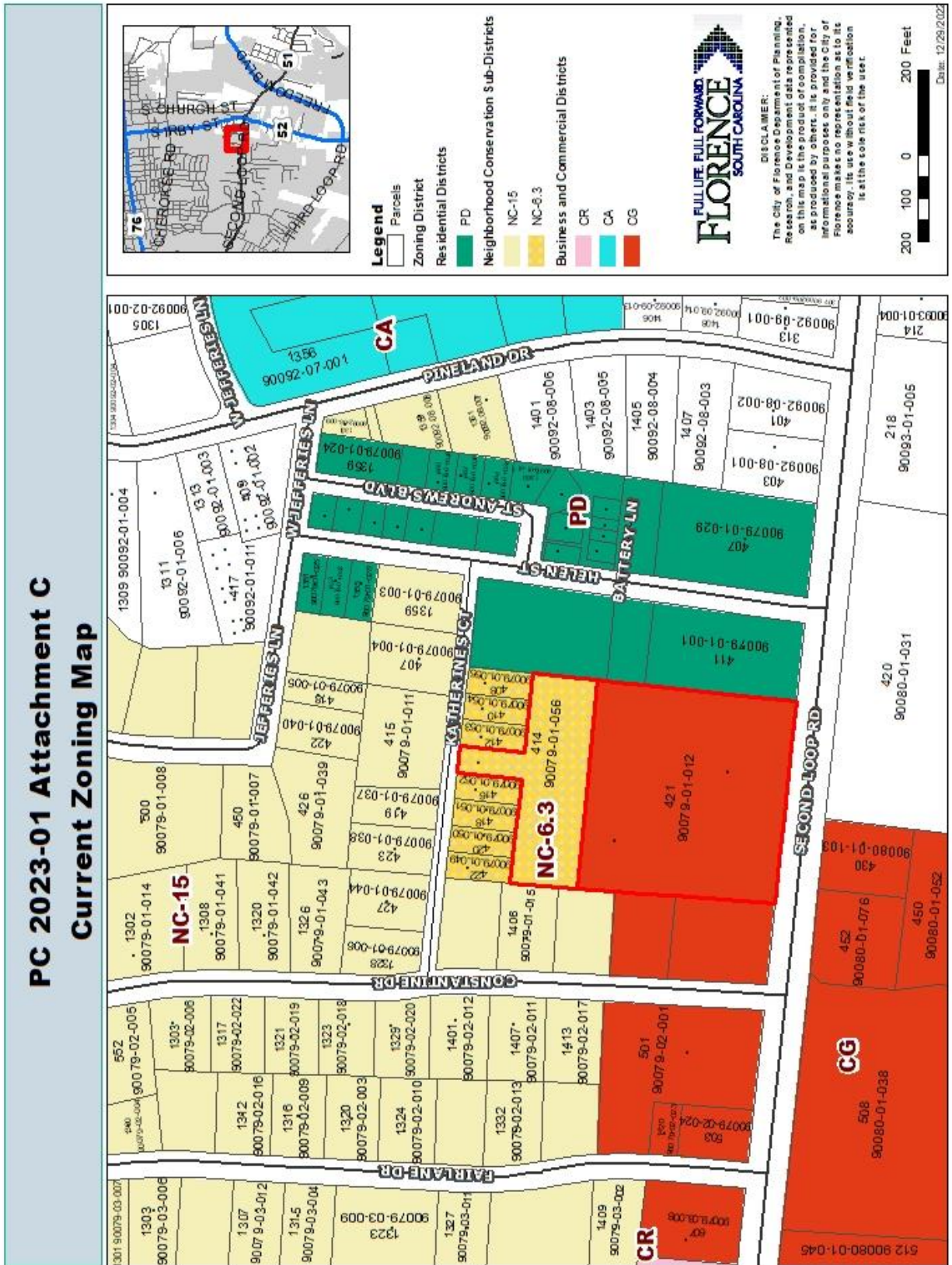


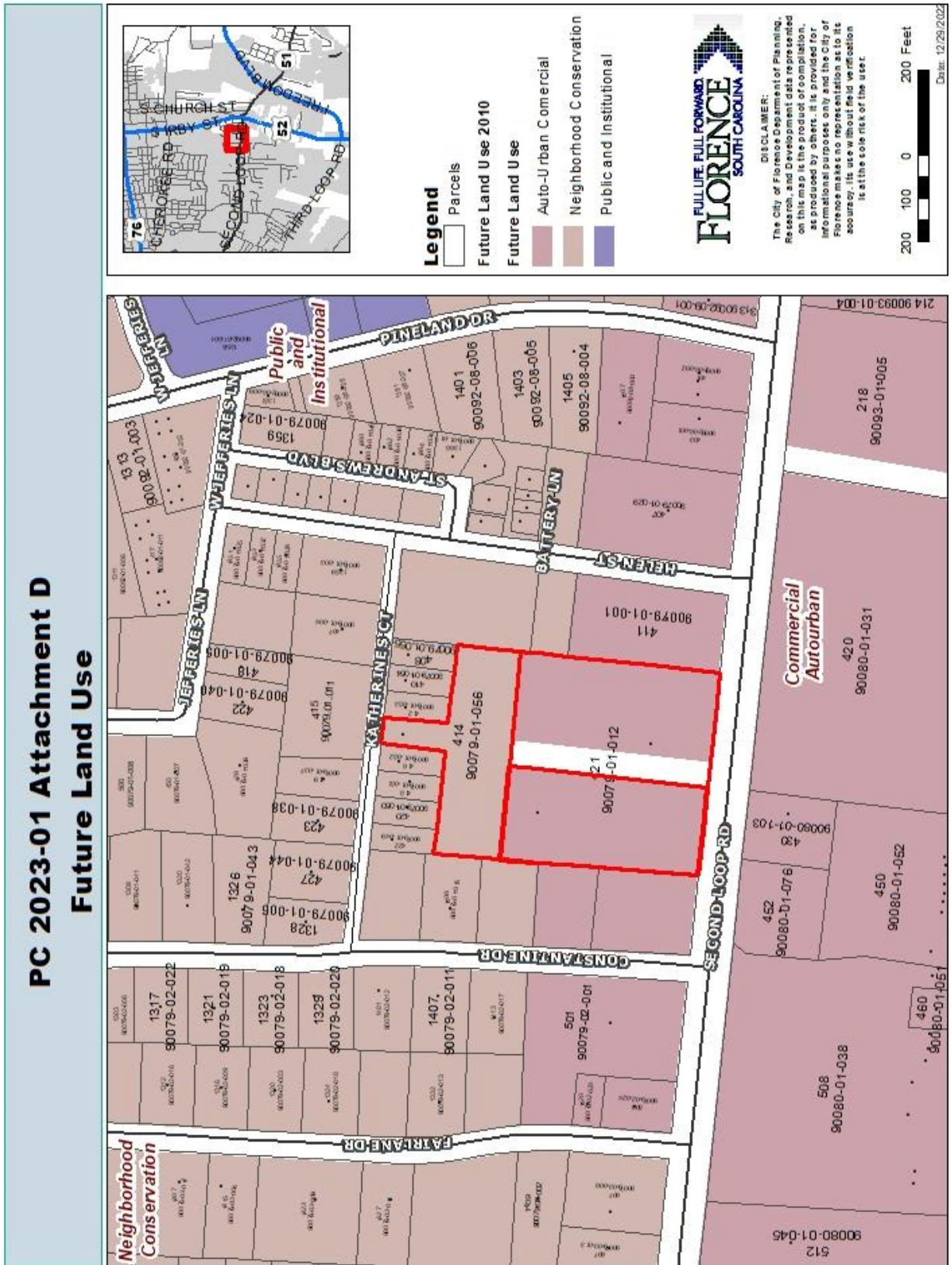
Attachment B: Location Map





Attachment C: Zoning Map







**PROJECT:** WREN CREST TOWNHOMES, LLC

**CLIENT:** WREN CREST TOWNHOMES, LLC

**PROJECT:** WREN CREST TOWNHOMES, LLC

**CLIENT:** WREN CREST TOWNHOMES, LLC

**DATE:** 12/22/22

**BY:** [Signature]

**FOR:** [Signature]

**PROJECT:** WREN CREST TOWNHOMES, LLC

**CLIENT:** WREN CREST TOWNHOMES, LLC

**PROJECT:** WREN CREST TOWNHOMES, LLC

**CLIENT:** WREN CREST TOWNHOMES, LLC

## **CITY OF FLORENCE PLANNING COMMISSION MEETING**

**DATE:** January 10, 2023

**AGENDA ITEM: PC-2023-02 Request for approval of a commercial easement to access 1015 South Ebenezer Road, specifically identified as Florence County Tax Map Number 00075-01-124.**

**DEPARTMENT/DIVISION: Department of Planning, Research & Development**

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### **I. ISSUE UNDER CONSIDERATION:**

The applicant is requesting Planning Commission approval of a proposed commercial access easement to grant public access to 1015 South Ebenezer Street pending a parcel split.

### **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.

### **III. POINTS TO CONSIDER:**

- (1) The applicant is proposing a subdivision of the parcel containing address points 1013, 1015, & 1021 South Ebenezer Road. The split would leave a parcel encompassing The King's Academy (1015) and the other, Trinity Evangelical Presbyterian Church (1013 & 1021).
- (2) The proposed subdivision would remove Public Access through South Ebenezer Road for the parcel containing The King's Academy (1015). Public Access is required for each lot in the City of Florence and therefore the proposed subdivision would not be compliant with the *Unified Development Ordinance* (UDO) Section 4-14.2.4L.1. The subdivision cannot be approved administratively.
- (3) UDO Section 4-14.2.4L.2 permits a lot to gain public access through a private access easement with the approval of Planning Commission.
- (4) If the commercial easement is approved by Planning Commission, a summary plat of the subdivision, similar to 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. STAFF RECOMMENDATION:**

City Staff recommends approval of the commercial easement to allow subdivision of the parcel.

### **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.

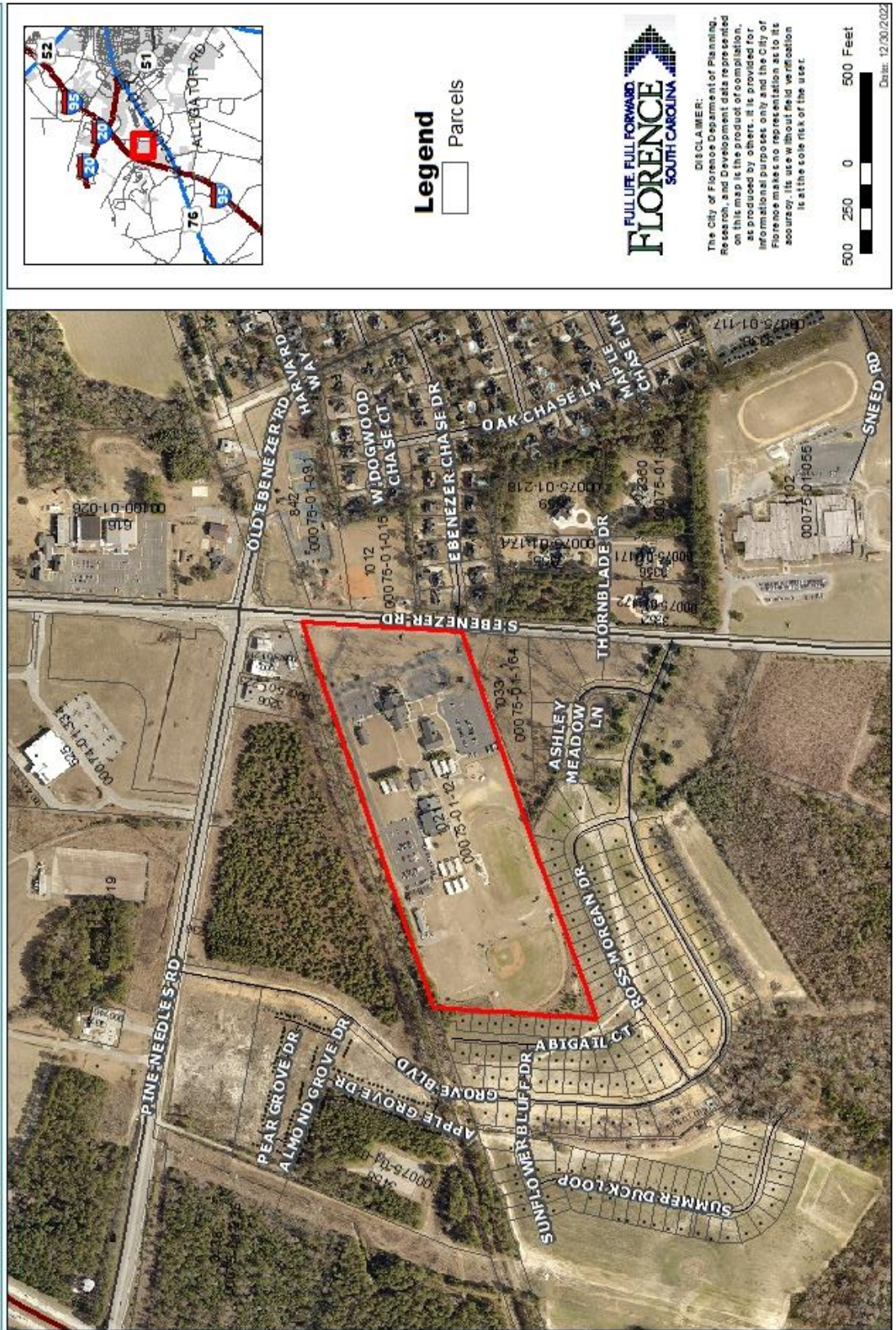


## **VI. ATTACHMENTS:**

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

Attachment A: Vicinity Map

**PC 2023-02 Attachment A**  
**Vicinity Map 1015 South Ebenezer Road**

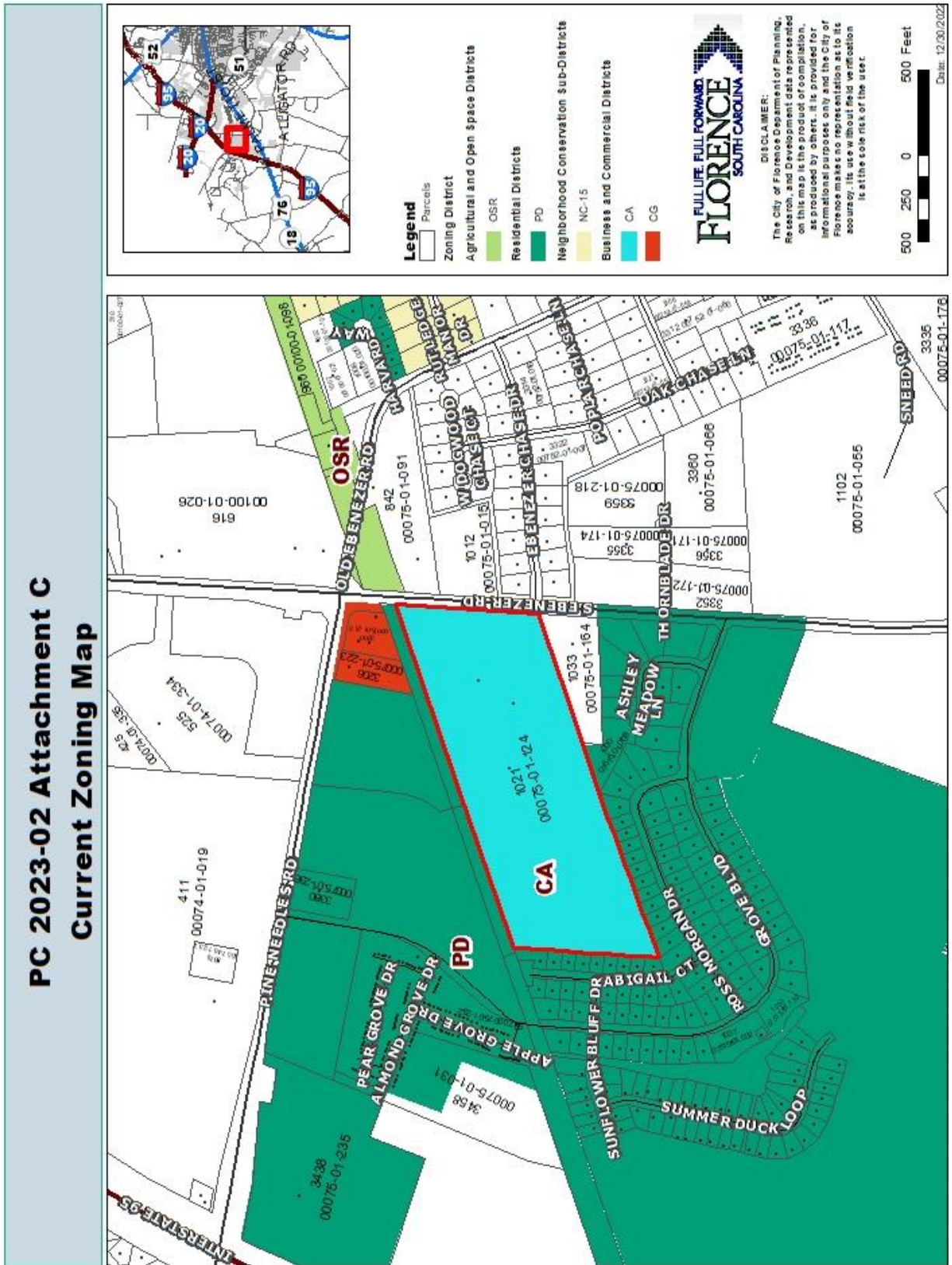




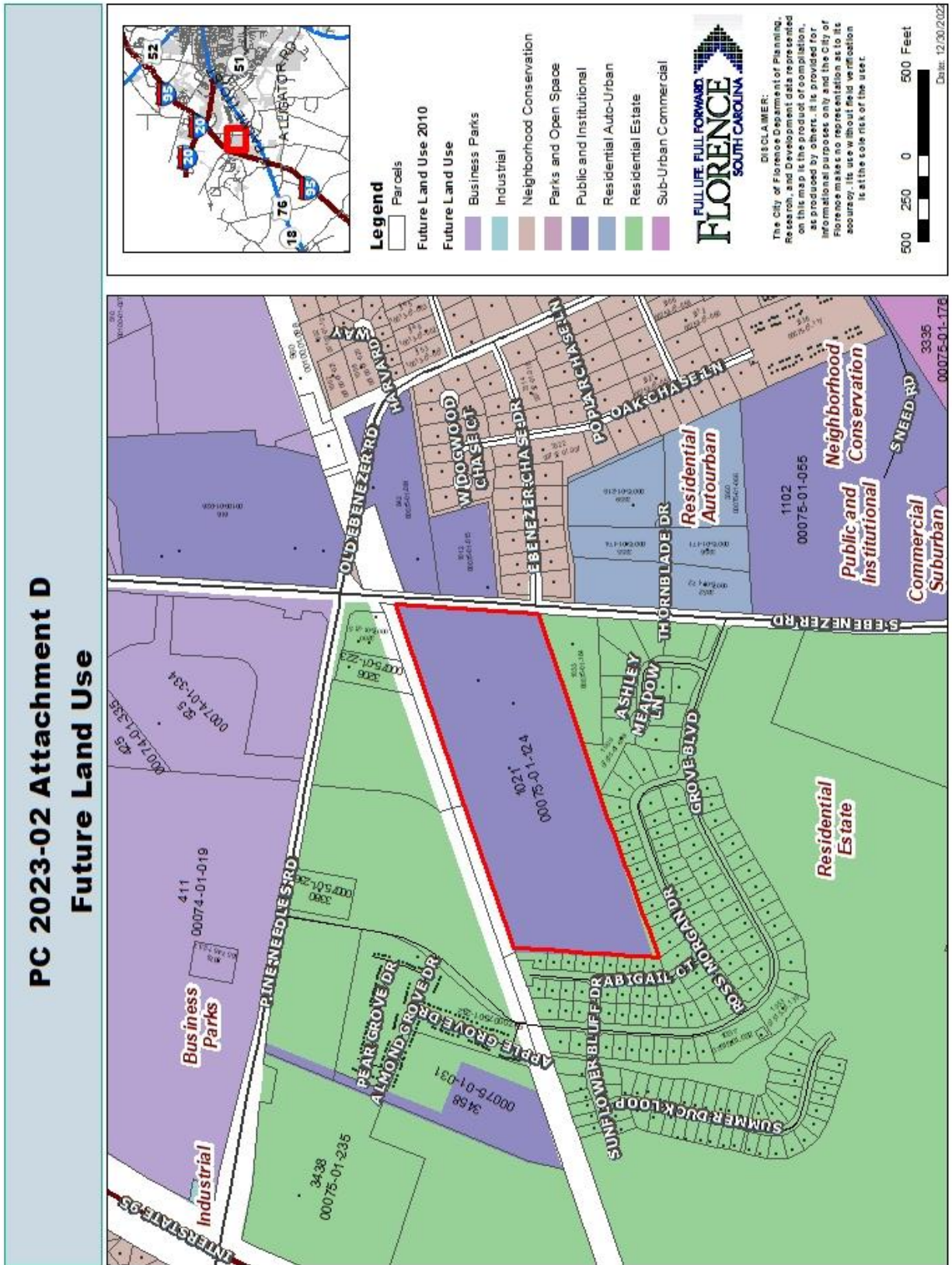
Attachment B: Location Map













**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE PLANNING COMMISSION  
JANUARY 10, 2023**

**AGENDA ITEM:      PC-2023-03      Request to rezone from NC-15 to NC-6.3 the parcel located on Dexter Drive at Attwood Avenue, specifically identified as Florence County Tax Map Number 00150-01-140.**

**I. IDENTIFYING DATA:**

Owner	Tax Map Number
Piyush Mehta	00150-01-140

**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.

**III. GENERAL BACKGROUND DATA AND SURROUNDING ZONING AND USES:**

**Current Zoning:** Neighborhood Conservation-15  
**Proposed Zoning:** Neighborhood Conservation-6.3  
**Current Use:** Vacant Land  
**Proposed Use:** Single Family Detached Houses

**North:** OSR and NC-6.3: water tower and single family attached residential  
**South:** NC-15 and NC-6.3: single family detached residential and senior apartments  
**East:** NC-6.3: multi-family apartments  
**West:** NC-15: vacant land and single family detached residential

**IV. POINTS TO CONSIDER:**

- (1) The 1.71 acre lot has 450 feet of frontage on Dexter Drive and is currently zoned Neighborhood Conservation-15 (NC-15), which permits single family detached houses only. NC-15 lots are required to have a minimum area of 15,000 square feet and a minimum lot frontage of 100 feet.
- (2) The applicant is requesting to rezone the parcel to Neighborhood Conservation-6.3 (NC-6.3), which permits single-family detached houses, but also allows townhouses, duplexes, multiplexes, and multi-family apartments as a conditional use. Single family detached houses in the NC-6.3 district are required to have a minimum lot area of 6,000 square feet and minimum lot frontage of 50 feet.
- (3) Per the City of Florence *Unified Development Ordinance*, 9 single family lots can be developed under the NC-6.3 zoning. 4 lots can be developed under the current NC-15 zoning. The applicant wishes to maximize the number of single family detached houses he can build on this parcel, and the more intense zoning district allows for the smaller lot frontage.

- (4) The uses that may be developed under the proposed NC-6.3 zoning, per the City of Florence *Unified Development Ordinance* includes single-family detached, single-family attached, multi-plex, and multi-family residential uses. Any of these residential uses would be permitted under the zoning designation of NC-6.3.
- (5) All development is subject to the City of Florence codes and regulations, including lot and design standards which are specific to the residential type.
- (6) Land uses of the adjacent properties are a mixture of residential uses, including single-family detached, single family attached, and multi-family.
- (7) The Future Land Use Map designates this parcel as Parks and Open Space.
- (8) City water and sewer services are available.
- (9) City staff recommends that the parcel be rezoned to NC-6.1 rather than NC-6.3 as requested. NC-6.1 requires a minimum lot width of 60 feet rather than the 50 feet permitted under the NC-6.3 designation, and additionally limits development to single family detached houses only, which is more appropriate to the character of this portion of Dexter Drive. It would also result in lots that are 60% as wide as the average in the immediate area rather than half as wide.

#### **V. OPTIONS:**

Planning Commission may:

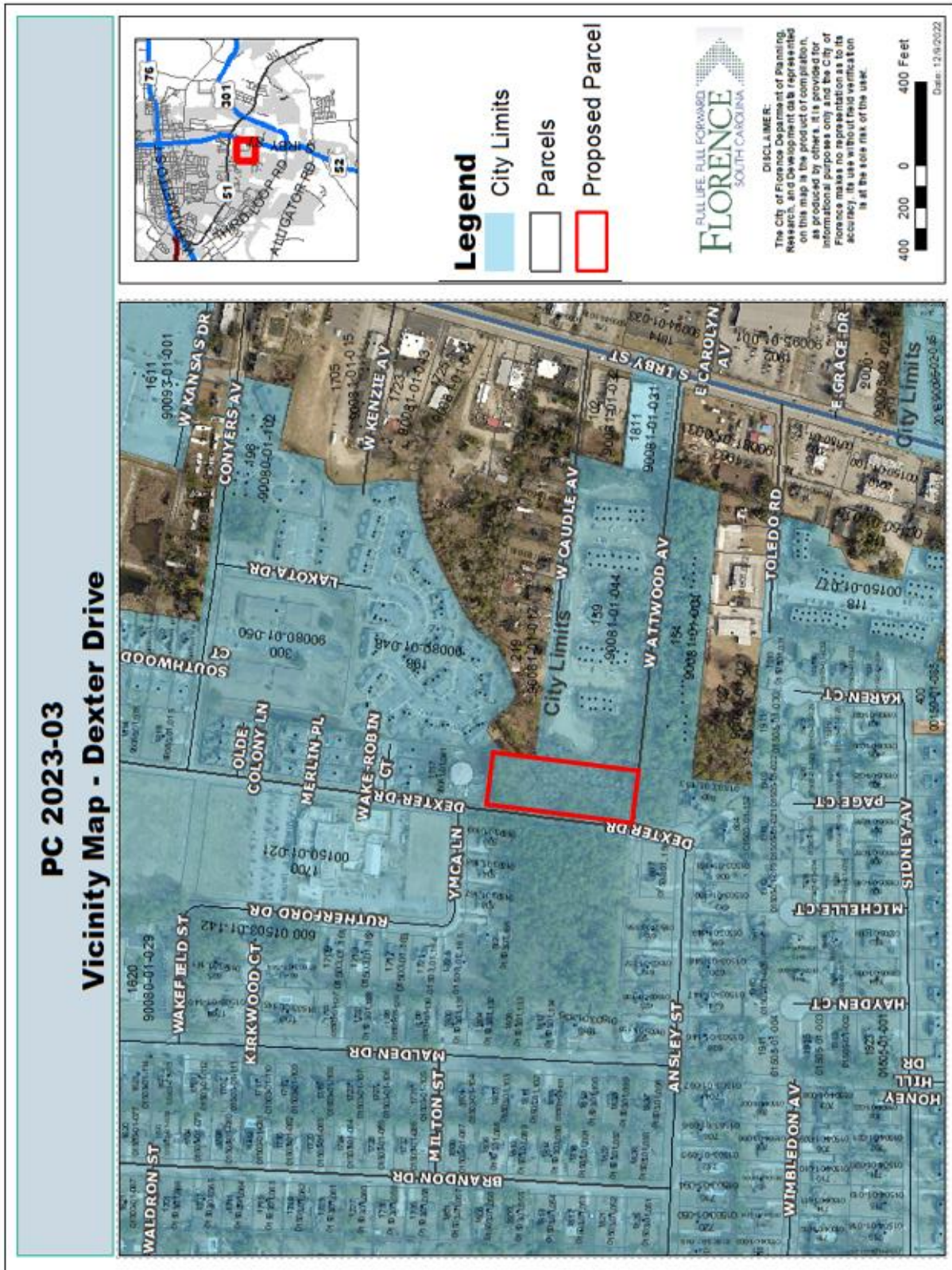
- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

#### **VI. ATTACHMENTS:**

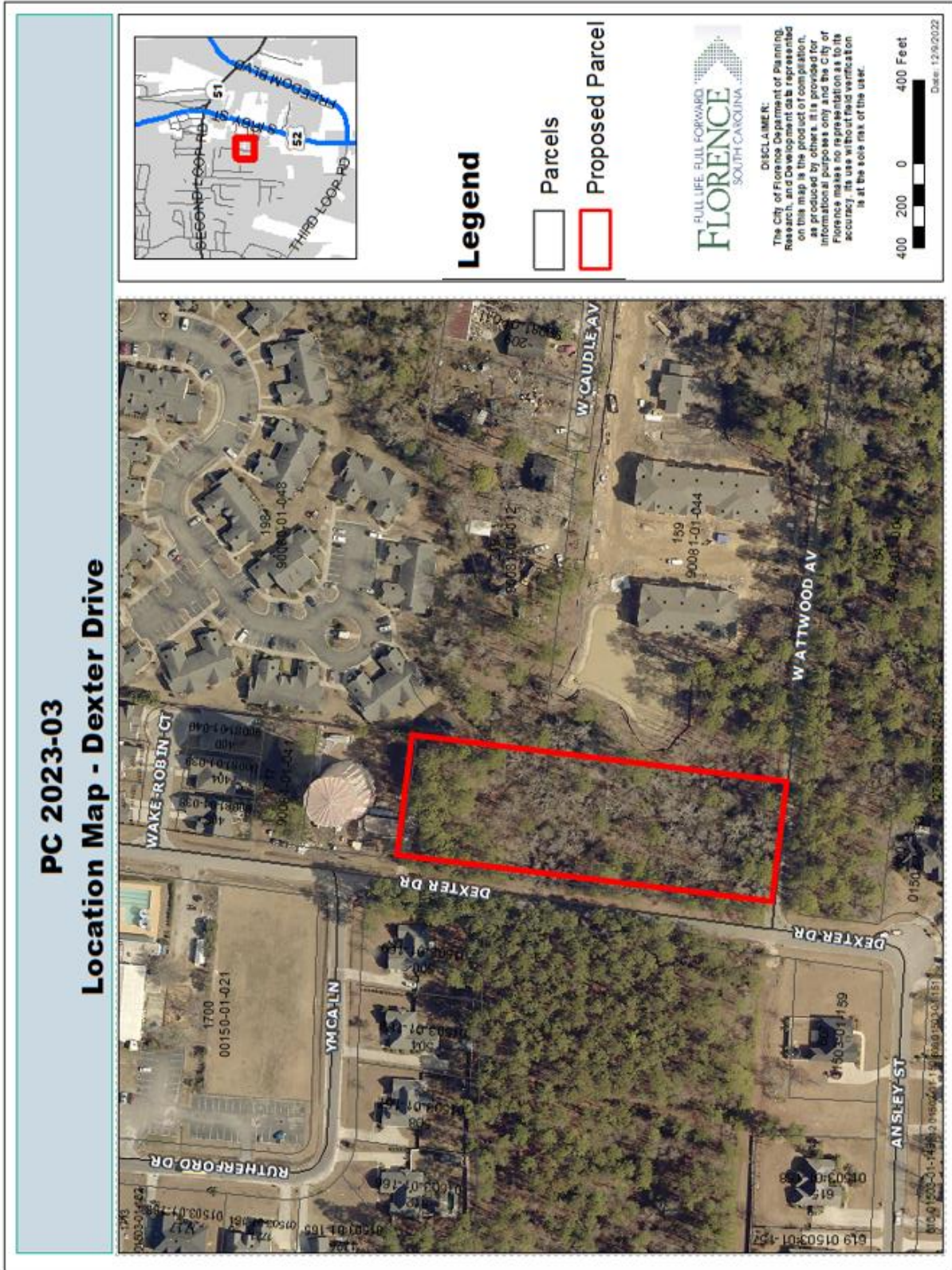
- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Recorded Plat
- F) Site Photos



Attachment A: Vicinity Map



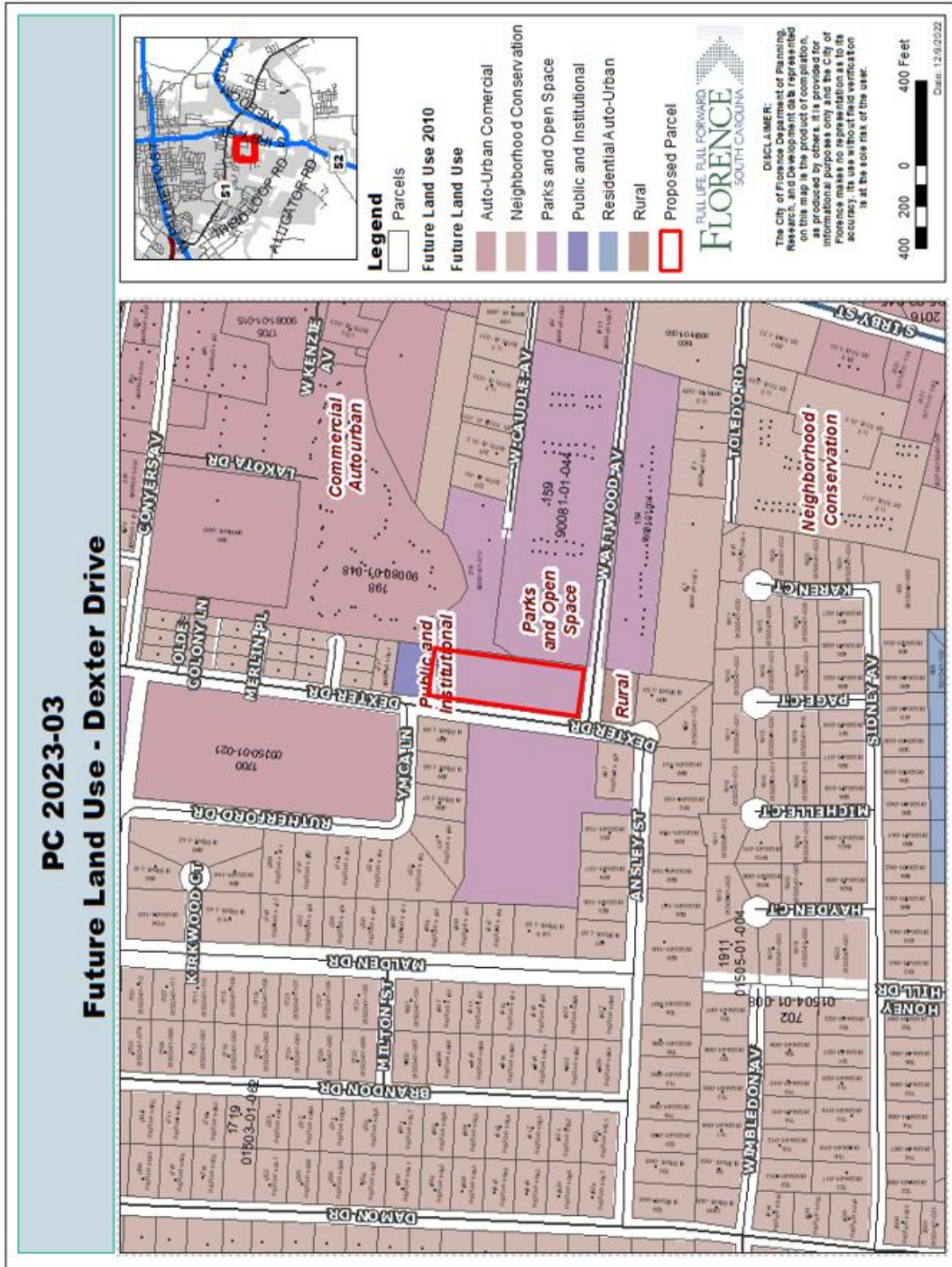






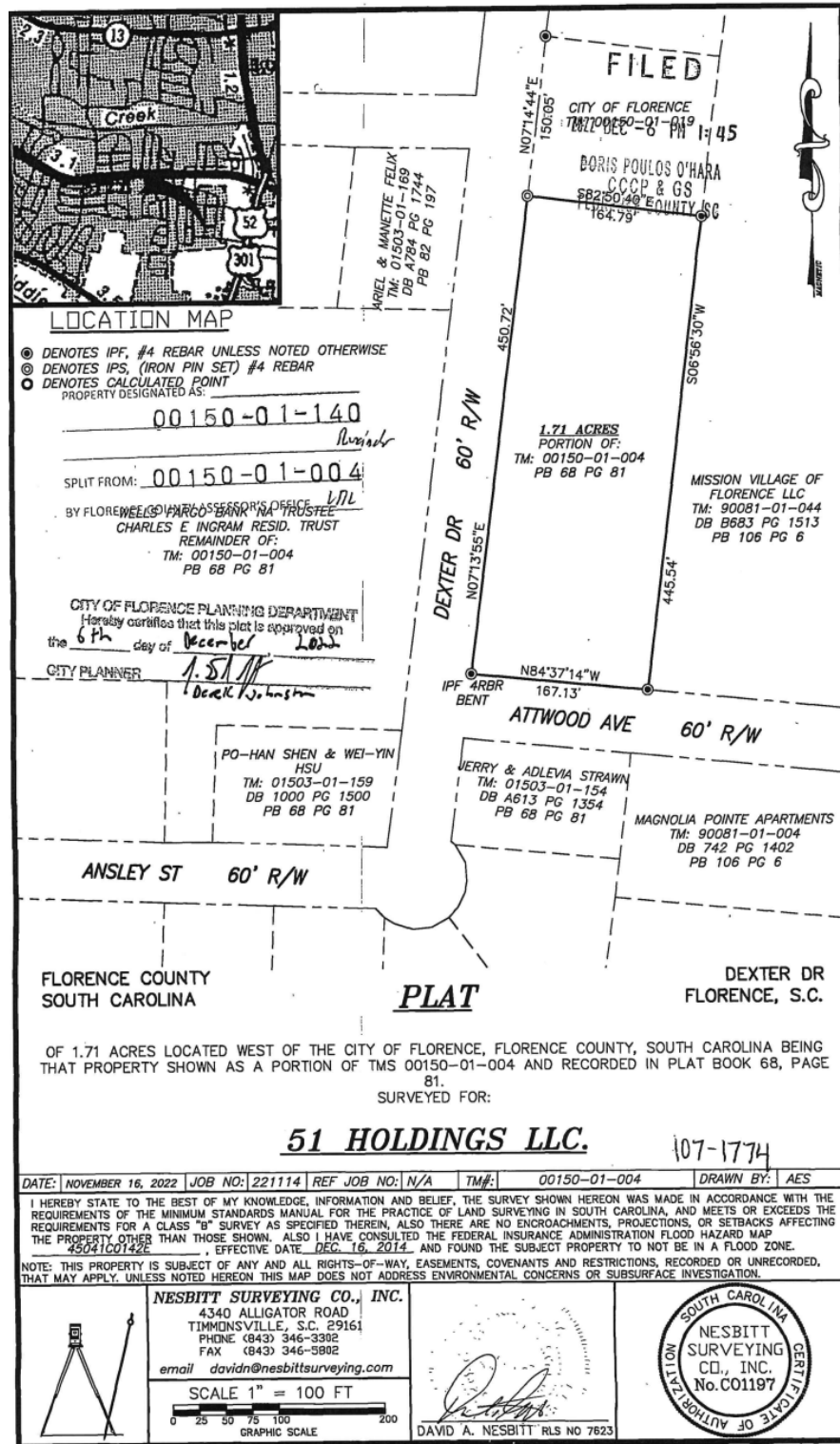








Attachment E: Recorded Plat



Attachment F: Site Photos



**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE PLANNING COMMISSION  
JANUARY 10, 2023**

**AGENDA ITEM:      PC-2023-04      Request to zone NC-6.3, pending annexation, two lots located on South Church Street and specifically identified as Florence County Tax Map Numbers 90104-02-015 and 90104-02-030.**

**I. IDENTIFYING DATA:**

Owner	Tax Map Numbers
Raymond Moses	90104-02-015 90104-02-030

**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.

**III. GENERAL BACKGROUND DATA AND SURROUNDING ZONING AND USES:**

<b>Current Zoning:</b>	B-3 and R-4 (County)
<b>Proposed Zoning:</b>	Neighborhood Conservation-6.3 (NC-6.3)
<b>Current Use:</b>	Vacant Lots
<b>Proposed Use:</b>	Single-Family Residences
<b>North:</b>	AC: single family detached residential
<b>South:</b>	B-3 (County): cemetery
<b>East:</b>	CG: convenience store and NC-6.3: multi-family
<b>West:</b>	AC: vacant land

**IV. POINTS TO CONSIDER:**

- (1) The lots are currently in the County. TMN 90104-02-015 is zoned B-3, a general commercial district; and TMN 90104-02-030 is zoned R-4, a multi-family residential district.
- (2) The proposed zoning, pending annexation, is Neighborhood Conservation-6.3. The primary use permitted under the proposed zoning is single-family residential characterized by small sized lots. It also permits townhouses, duplexes, multiplexes, and multi-family uses with specific lot and design standard requirements.
- (3) The lots meet the dimensional requirements of the NC-6.3 zoning district for single family detached houses per the City of Florence *Unified Development Ordinance*. The property owner wishes to build a single family detached house on each of the two parcels.
- (4) 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-6.3 Neighborhood Conservation zoning district. The property will be subject to the City of Florence codes and regulations.

- (5) Land uses of the adjacent properties are a mixture of single family, multi-family, and commercial, and those in the City limits are zoned AC, NC-6.3, and CG. The AC district does not permit single family detached houses, which is the owner's intended use.
- (6) Future Land Use of the parcels is Industrial.
- (7) City water and sewer services are available.
- (8) City staff recommends the lots be zoned Neighborhood Conservation-6.3 as requested, contingent upon annexation into the City of Florence. This recommendation is based on the nearby zoning, the size of the lots, the owner's plan for the lots, and the character of the existing neighborhood.

**VI. OPTIONS:**

Planning Commission may:

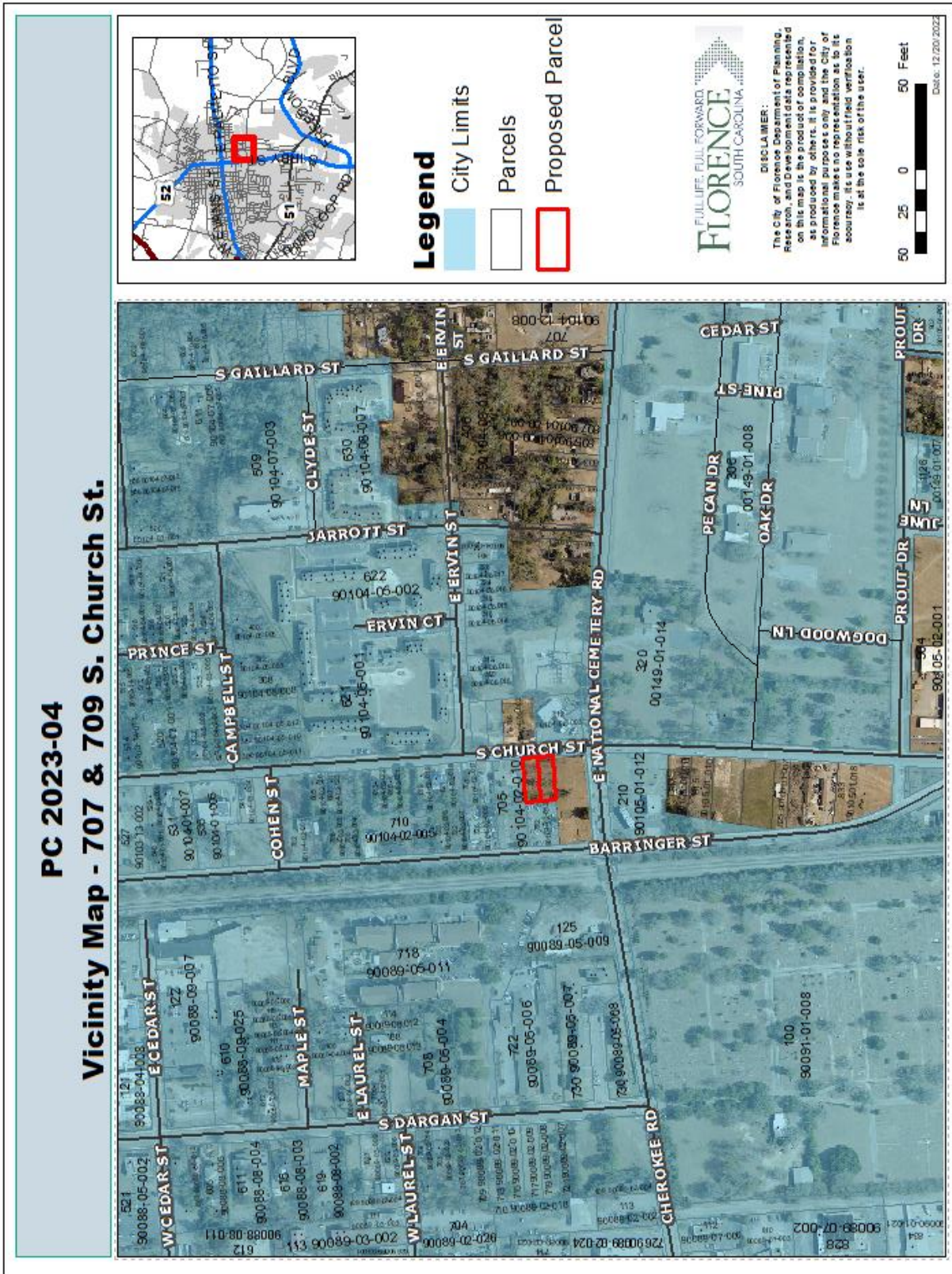
- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

**VII. ATTACHMENTS:**

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

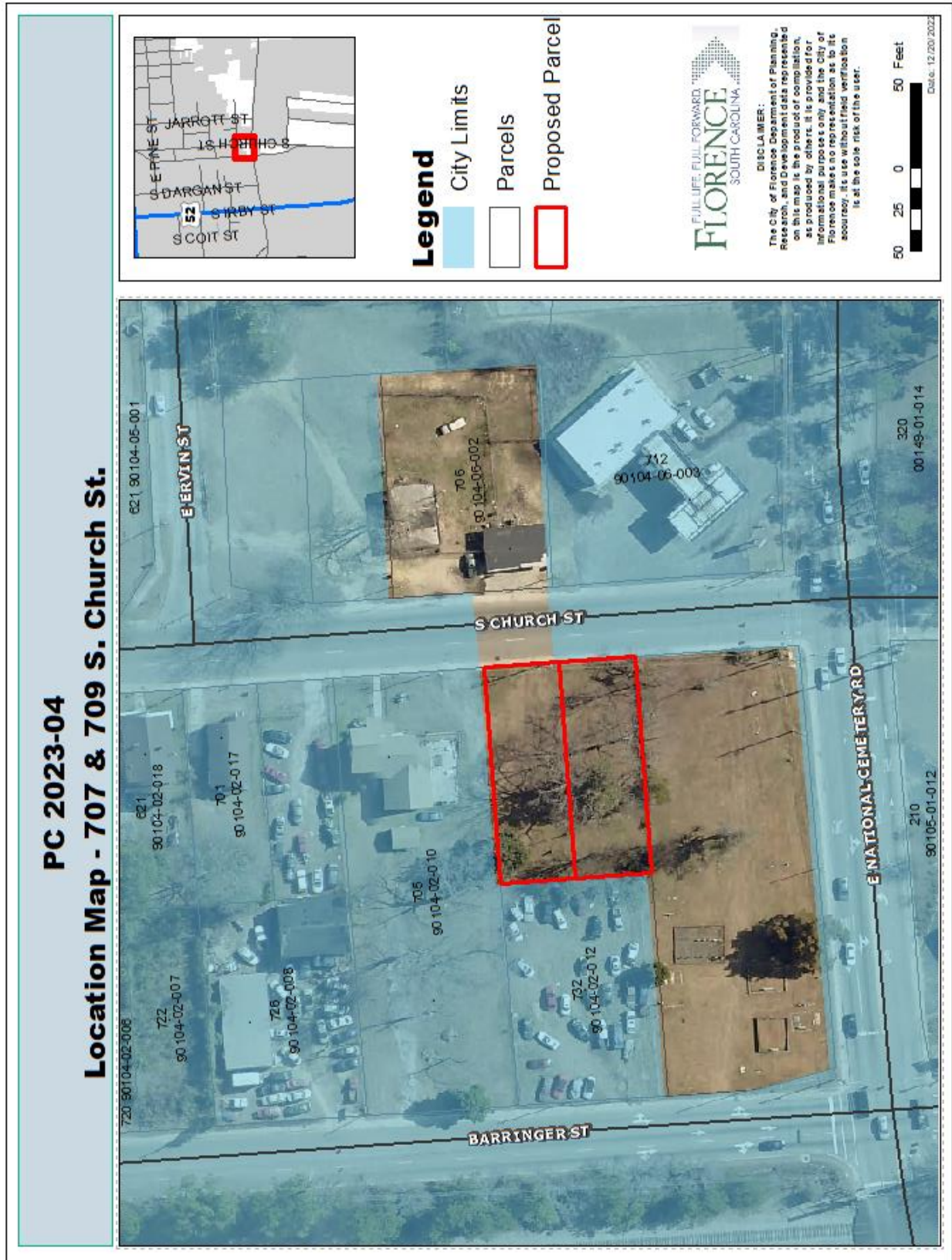


Attachment A: Vicinity Map

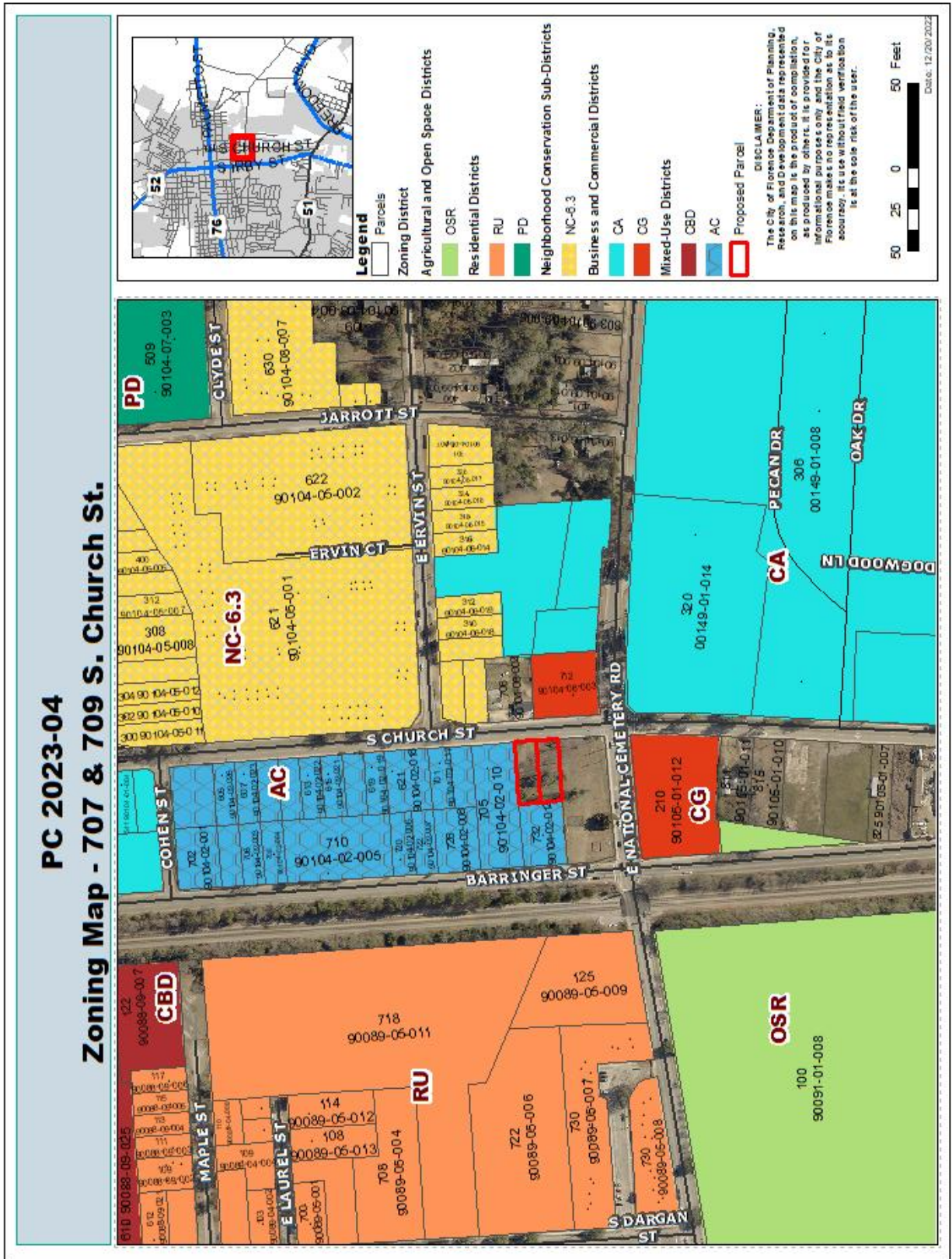




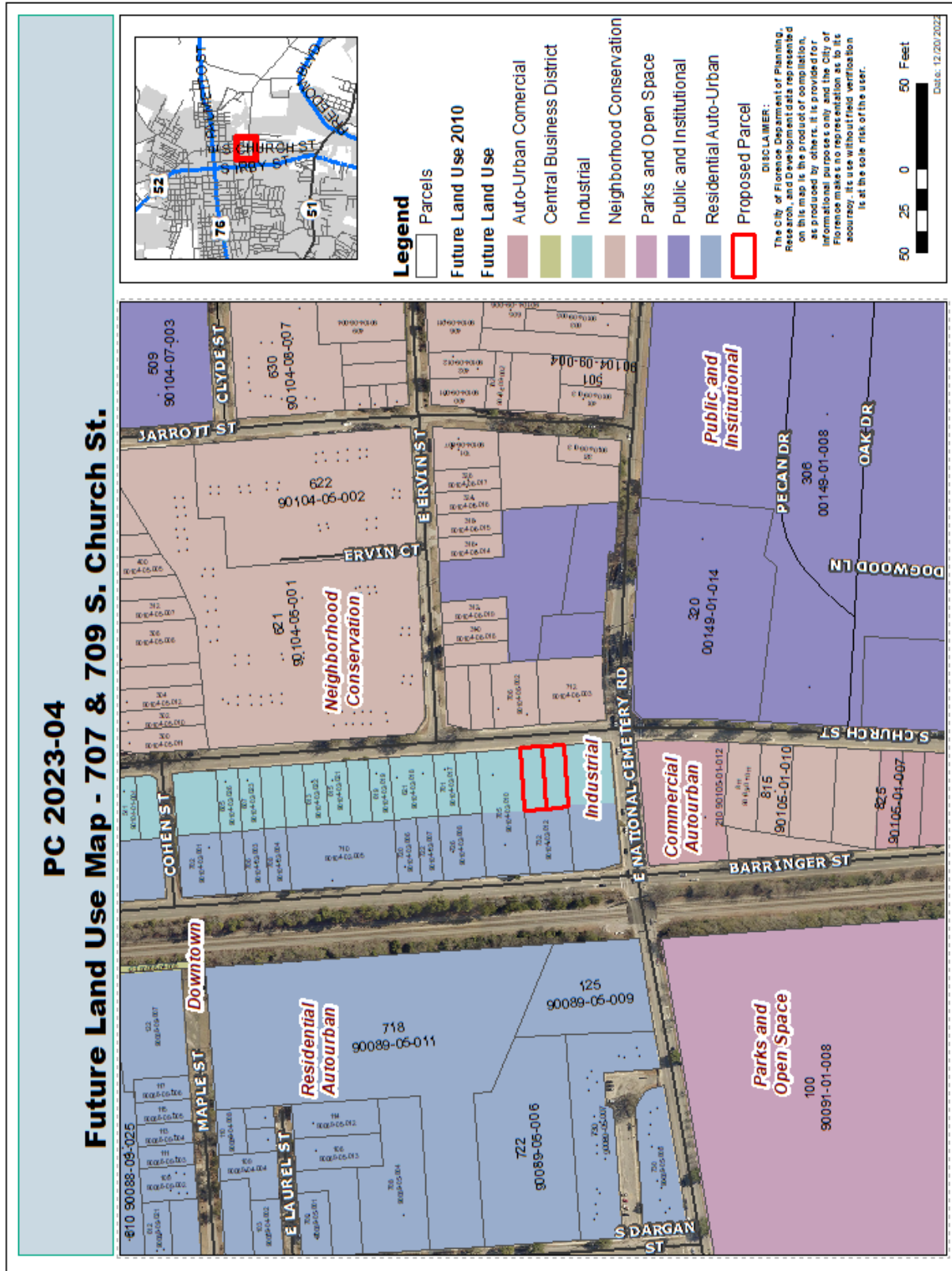
Attachment B: Location Map



Attachment C: Current Zoning Map







Attachment E: Site Photos



The two vacant lots.



The house at 705 South Church Street.