



**CITY OF FLORENCE PLANNING COMMISSION  
CITY CENTER – COUNCIL CHAMBERS  
324 WEST EVANS STREET, FLORENCE, SC  
TUESDAY, SEPTEMBER 10, 2024 – 6:00 P.M.  
REGULAR MEETING AGENDA**

- I. Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Approval of Minutes** Regular meeting on July 9, 2024
- V. Public Hearing and Matter in Position for Action**

PC-2024-16 Request for the abandonment of an unopened right of way at 1003 Chestnut Street, identified as Florence County Tax Map Number 90063-01-010.
- VI. Matter in Position for Action**

PC-2024-20 Request for sketch plan review of Flag Drive Townhomes, identified as Florence County Tax Map Number 00179-01-037.
- VII. Matter in Position for Action**

PC-2024-21 Request for sketch plan review of Waverly Woods Phases 2-4, identified as Florence County Tax Map Number 00210-01-026.
- VIII. Public Hearing and Matter in Position for Action**

PC-2024-22 Request to rezone four parcels from PDD to NC-6.3, located at the intersection of East Pine Street, South Church Street, and Barringer Street and identified as Florence County Tax Map Numbers 90103-01-002, 90103-01-003, 90103-01-004, and 90103-01-005.
- IX. Public Hearing and Matter in Position for Action**

PC-2024-23 Request to annex and zone CG Seminar Brewery, located at 551 and 597 West Lucas Street, and identified as Florence County Tax Map Numbers 90070-01-025 and 90070-01-028.
- X. Adjournment** Next regular meeting is scheduled for October 8, 2024.

**CITY OF FLORENCE, SOUTH CAROLINA PLANNING COMMISSION  
JULY 9, 2024 MINUTES**

**MEMBERS PRESENT:** Charlie Abbott, Drew Chaplin, Betty Gregg, Jerry Keith, Jr., Bryant Moses, and Xavier Sams

**MEMBERS ABSENT:** Shelanda Deas, Charles Howard, and Mark Lawhon

**STAFF PRESENT:** Jerry Dudley, Patty Falcone, Derek Johnston, and Alane Zlotnicki

**CALL TO ORDER:** Chairman Drew Chaplin called the meeting to order at 6:00 p.m.

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

**APPROVAL OF MINUTES:** Chairman Chaplin asked Commissioners if any changes needed to be made to the June 11, 2024 meeting minutes. There being no changes or discussion, Mr. Moses moved to approve the minutes, Ms. Gregg seconded, and the motion passed unanimously (6-0).

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

**PC-2024-18 Request to annex and zone RG-2 Phase 2 of Smith’s Field subdivision, identified as a portion of Florence County Tax Map Number 00100-01-093.**

Chairman Chaplin read the introduction to PC-2024-18, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission. Chairman Chaplin opened and closed the public hearing and called for discussion and a motion. Mr. Moses moved to approve the request; Ms. Sams seconded, and the motion passed unanimously (6-0).

**PC-2024-19 Request to annex and zone Commercial General the lot located at 525 South Ebenezer Road, identified as Florence County Tax Map Number 00074-01-334.**

Chairman Chaplin read the introduction to PC-2024-19, then asked Mrs. Zlotnicki for the staff report as submitted to Planning Commission.

Mr. Moses asked if this qualified as spot zoning. Mrs. Zlotnicki said no; because of its existing use, the lot size, and the location, CG is an appropriate designation, and it is zoned commercial in the County as well.

Chairman Chaplin opened and closed the public hearing and called for discussion and a motion. Mr. Keith moved to approve the request; Ms. Gregg seconded, and the motion passed unanimously (6-0).

**OTHER BUSINESS:** Chairman Chaplin proposed adding the Pledge of Allegiance to the beginning of Planning Commission meetings after the invocation. Mr. Moses moved to approve the addition to the regular agenda; Ms. Gregg seconded, and the motion passed unanimously (6-0).

**ADJOURNMENT:** Chairman Chaplin adjourned the meeting at 6:08 p.m. The next regular meeting is scheduled for August 13, 2024.

Respectfully submitted,  
Alane Zlotnicki, AICP  
Senior Planner

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE PLANNING COMMISSION  
SEPTEMBER 10, 2024**

**AGENDA ITEM:      PC-2024-16      Request for the abandonment of an unopened right of way at 1003 Chestnut Street, identified as Florence County Tax Map Number 90063-01-010.**

**I. IDENTIFYING DATA:**

<b>Applicant</b>	<b>Tax Map Number</b>
<b>Brad Name</b>	<b>90063-01-010</b>

**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 request is being made by the owner of 1003 Chestnut Street.
- (2) The parcel contains a single family detached house built in 1950.
- (3) A site plan of Colonial Gardens development dated May 1943 indicates a right of way for Washington Avenue on the east side of lot 20, which is 1003 Chestnut Street.
- (4) Washington Avenue was never developed, but the right-of-way remained on the plat, where it is referred to as Hancock Drive.
- (5) The right-of-way varies from 18 feet wide along the street to 28 feet along the rear property line. It does not appear to continue to the north.
- (6) There are no utilities located within this right-of-way and no reason to retain access for City services.
- (7) If the right-of-way is abandoned by the City, the property can be conveyed to the property owner, thus placing the right-of-way into private ownership.
- (8) The City concurs and recommends that the unopened right of way be abandoned and combined with parcel 90063-01-010 as requested.

**IV. OPTIONS:**

Planning Commission may:

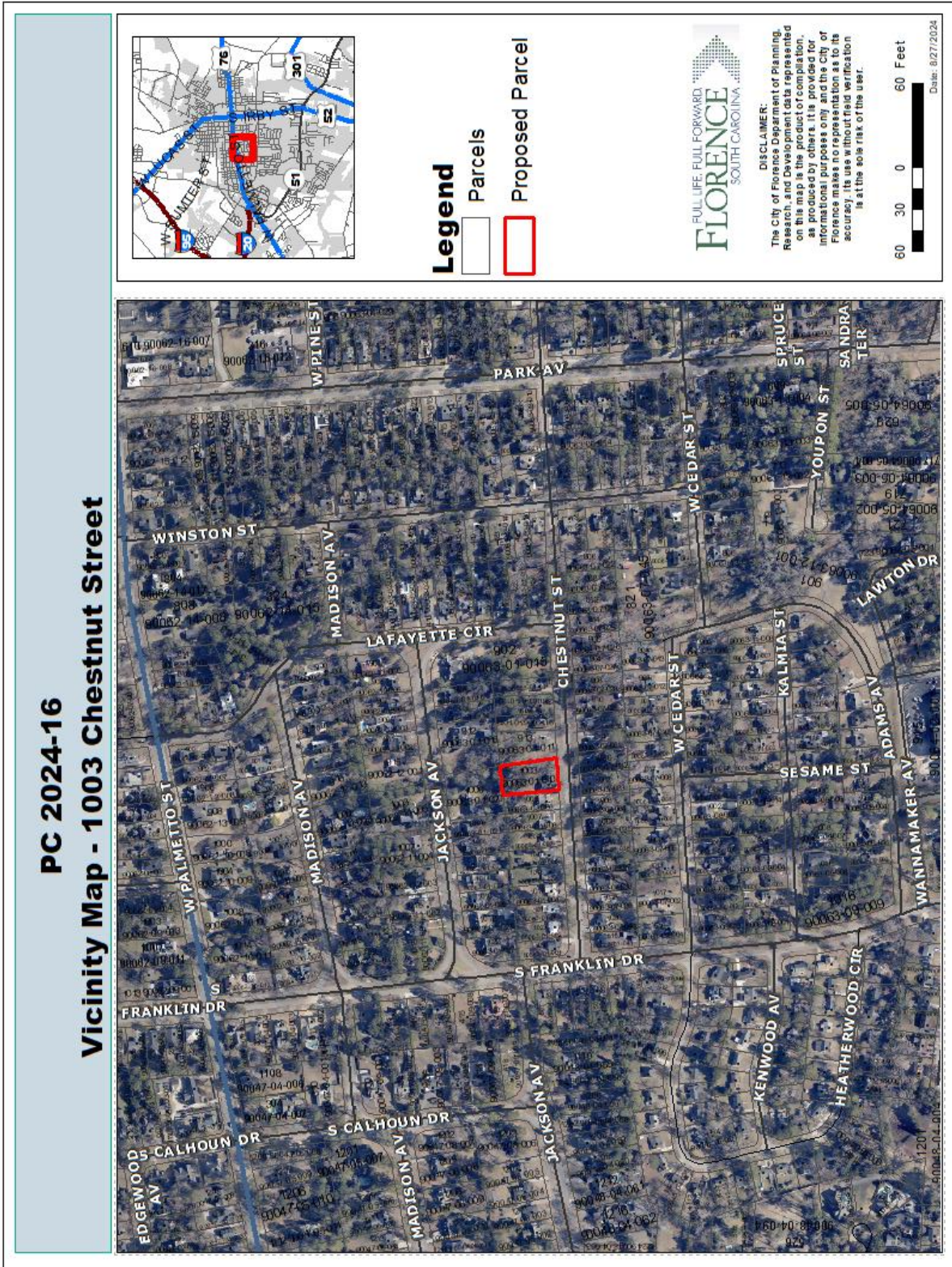
- (1) Recommend approval of the request as presented based on the information submitted.

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

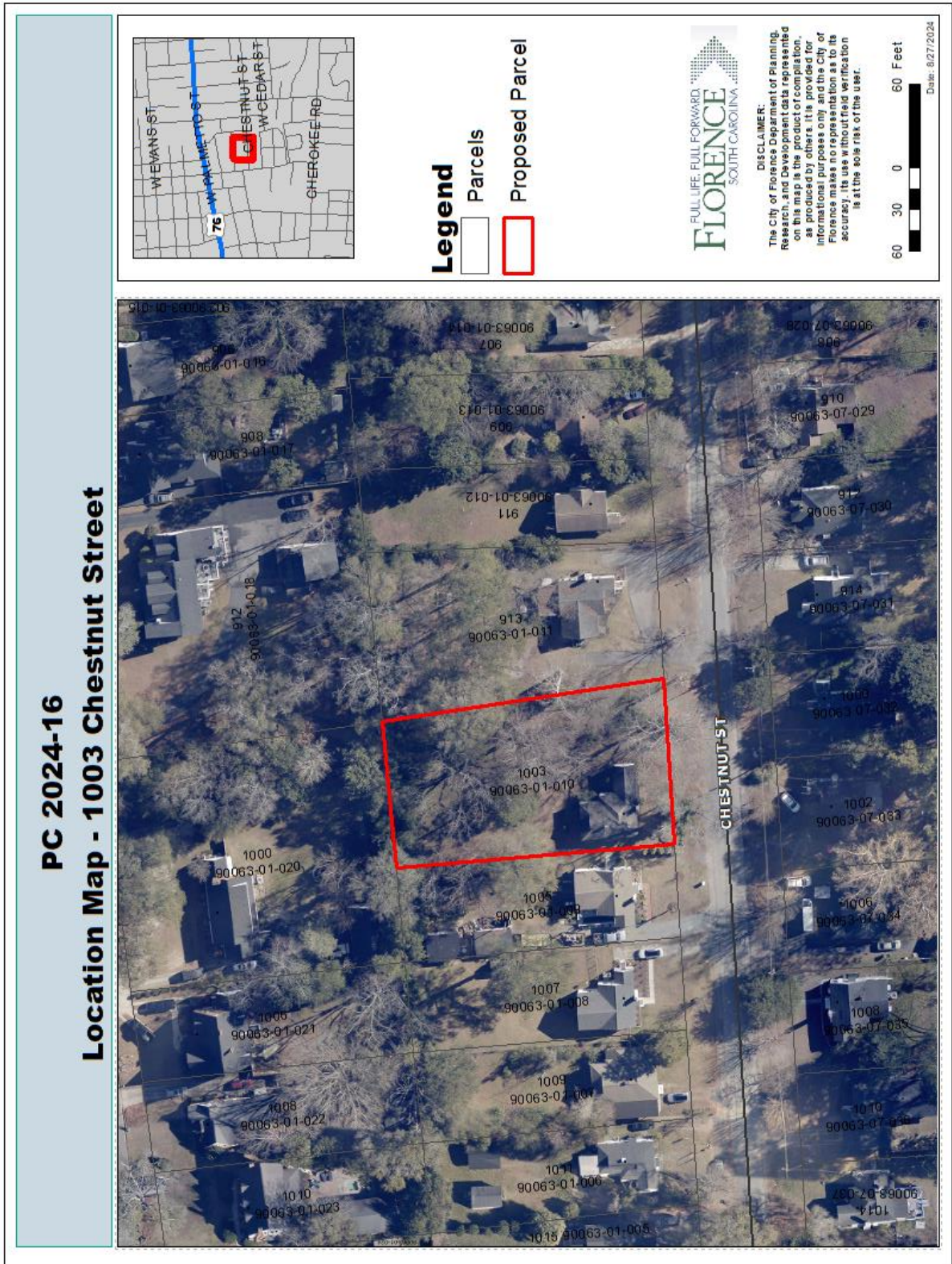
**V. ATTACHMENTS:**

- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) 1943 Site Plan
- F) Plat for Lot 20
- G) Site Photos

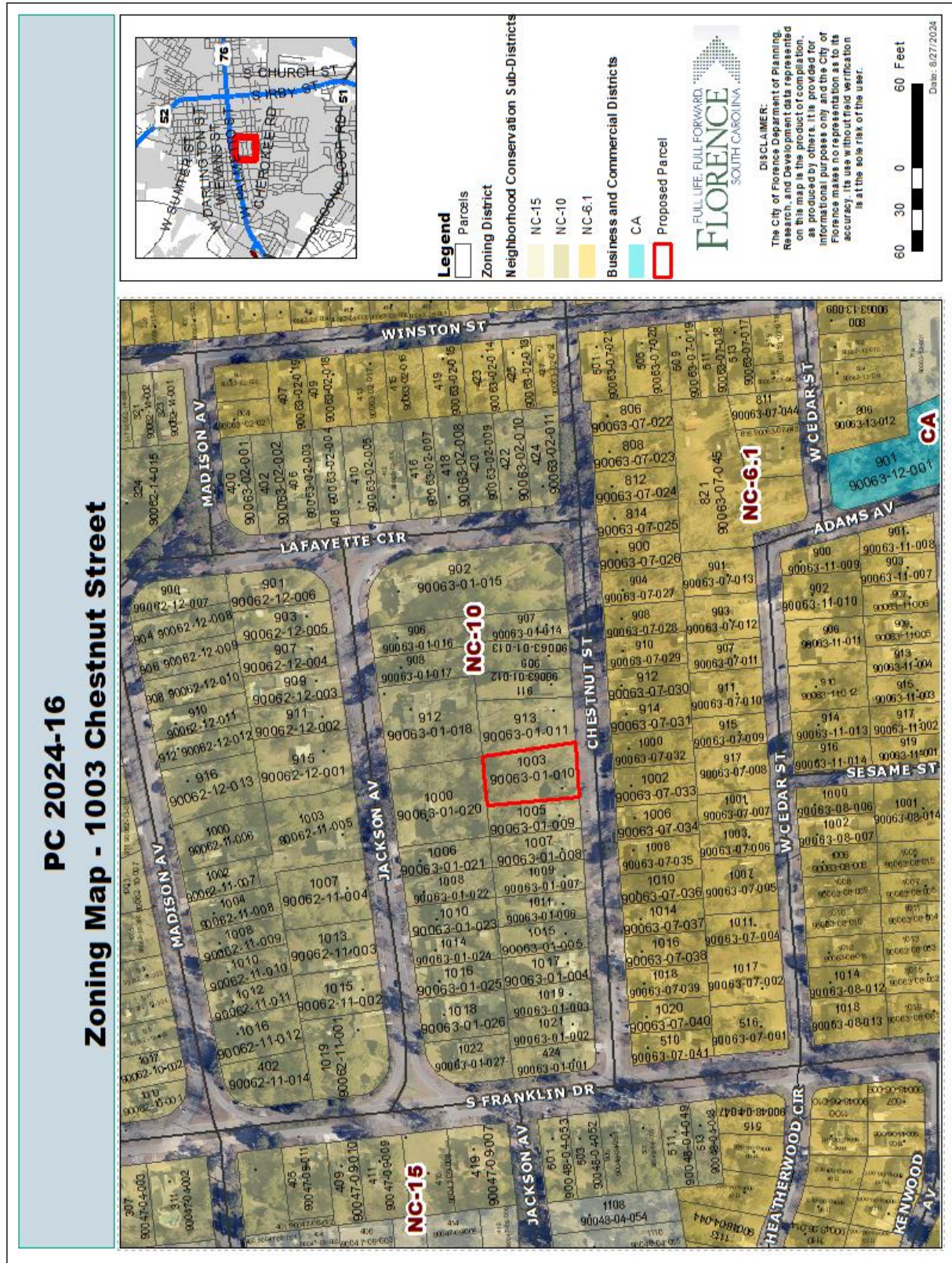
Attachment A: Vicinity Map

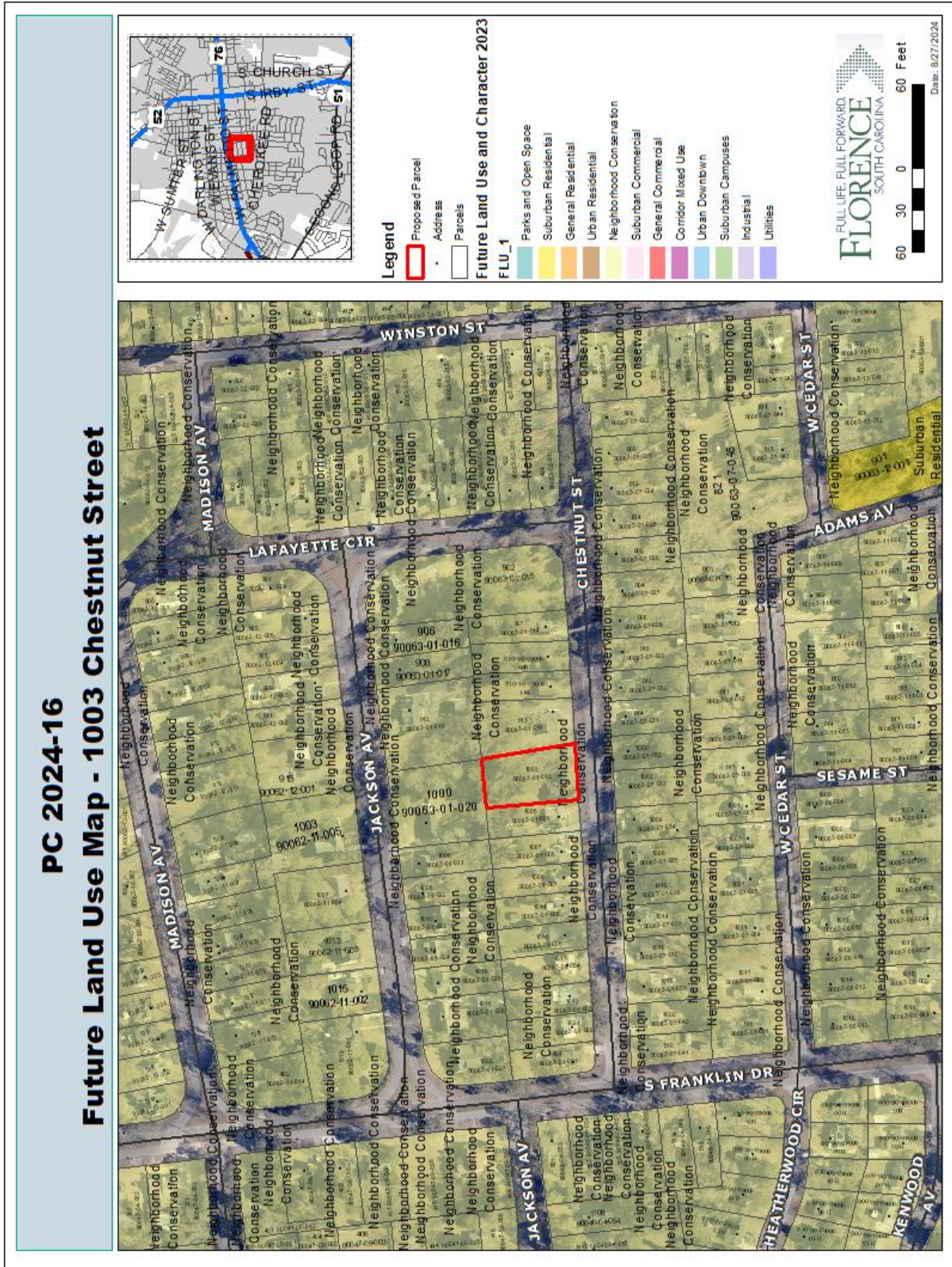


Attachment B: Location Map



Attachment C: Zoning Map

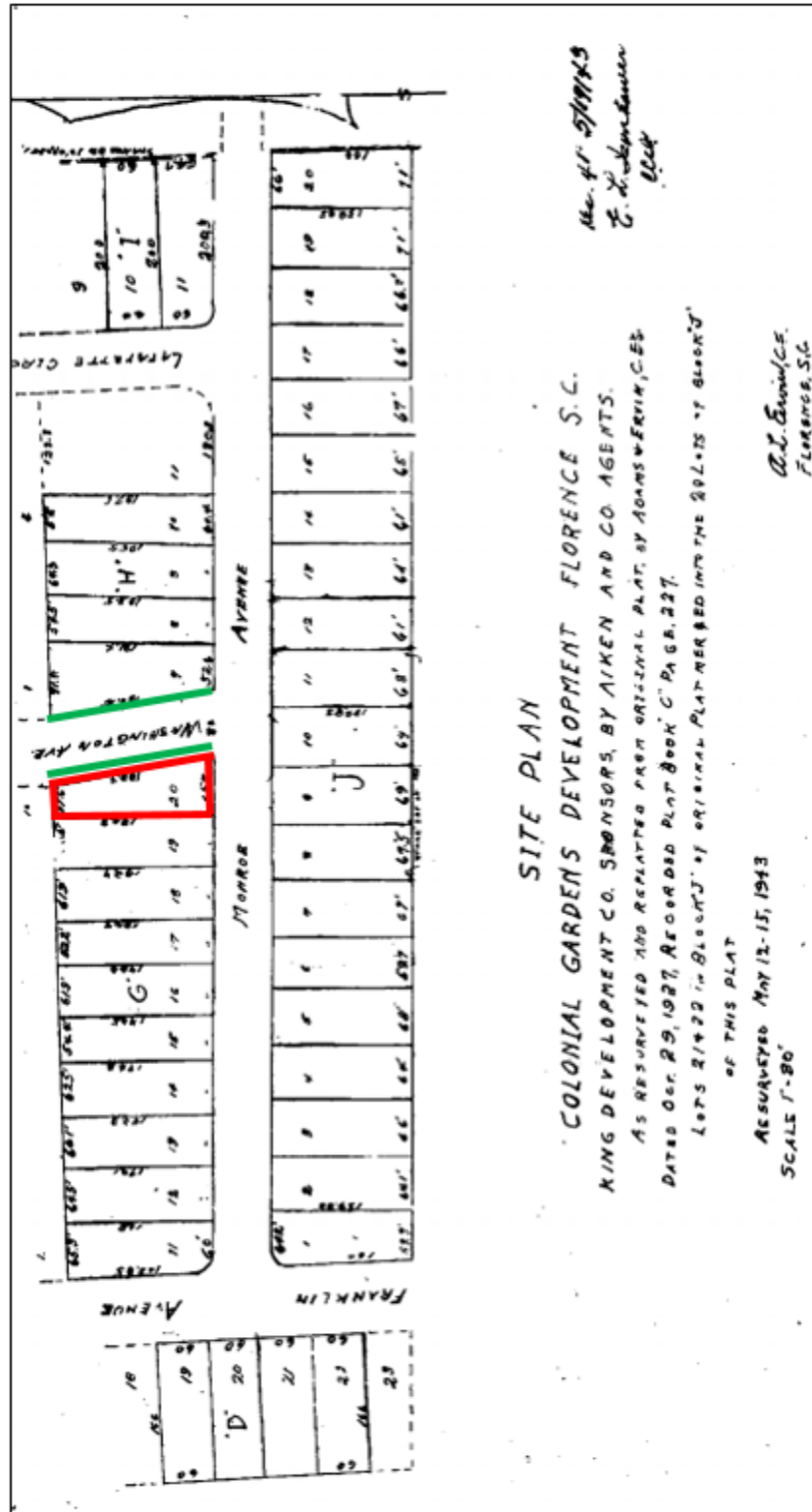


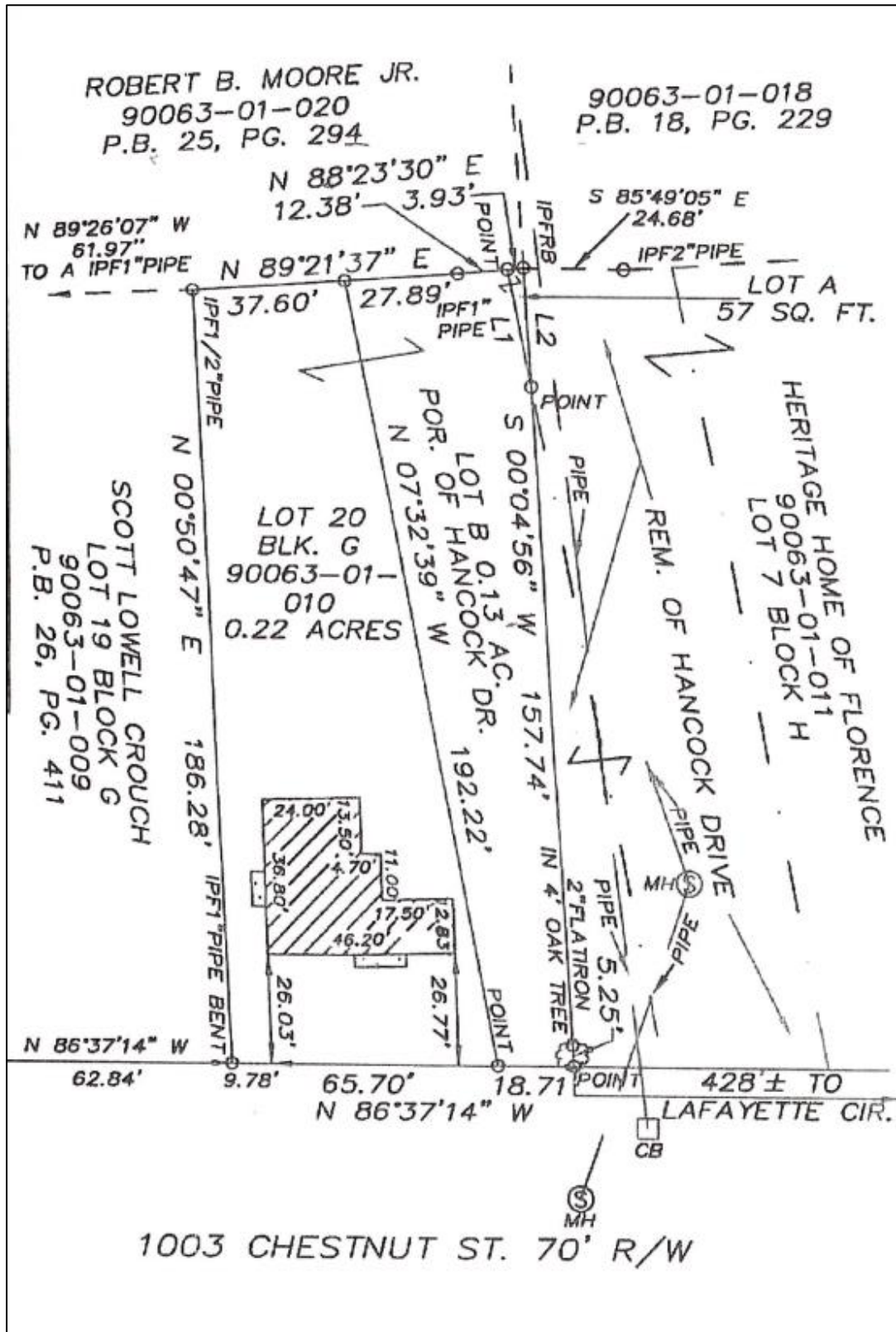




Attachment E: 1943 Site Plan

Green lines = unopened right-of-way; red lines = lot 20.





Attachment G: Site Photos



Facing the unopened right-of-way.

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE PLANNING COMMISSION  
SEPTEMBER 10, 2024**

**AGENDA ITEM:      PC-2024-20      Request for sketch plan review of Flag Drive Townhomes, identified as Florence County Tax Map Number 00179-01-037.**

**I. IDENTIFYING DATA:**

<b>Owner</b>	<b>Tax Map Number</b>
<b>Doulaveris Family Properties LLC</b>	<b>00179-01-037</b>

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

This issue is before the Planning Commission for approval. No previous action has been taken concerning this subdivision.

**III. GENERAL BACKGROUND DATA:**

**Current Zoning:**      Commercial General (CG)  
**Current Use:**        Vacant, Wooded Lot  
**Proposed Use:**      Single Family Attached Townhomes

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

**North:**              Commercial General (CG); Vacant, Wooded Lot  
**East:**                Commercial General (CG); Commercial Uses  
**South:**              Commercial General (CG); Commercial Uses  
**West:**                R-2 & R-3A (County Zoning); Single-Family Detached Homes

**V. POINTS TO CONSIDER:**

- (1) The proposed subdivision will be a townhome development with an auto-urban character. For townhome development, the City of Florence *Unified Development Ordinance* requires that “all units must be established on single lots and so arranged to ensure public access. As such, townhouse units may be initially established on separate parcels or must be designed to accommodate future subdivision of property as determined by the Department.”
- (2) This will allow for individual home ownership with common space set up for ingress/egress, utilities, storm drainage, and green space. A property owners association and covenants will be required to provide for maintenance and use of the common space.
- (3) The development tract has a total of 2.33 acres, with 2.33 acres proposed to be developed for this project. Flag Drive Townhomes will consist of four separate buildings with three oriented parallel to Flag Drive and one oriented perpendicular. Building 1 will consist of 8 units; Building 2 will consist of 7 units; Building 3 will consist of 8 units; and Building 4 will consist of 6 units for a total of 29 total townhome units.

- (4) The parcel is zoned Commercial General (CG) which permits townhomes meeting the conditions of *Unified Development Ordinance* Section 1-2.8.2 Residential & Commercial Use of the Home Standards.
- (5) The subdivision is designed to meet the Ordinance's minimum requirements listed in Table 2-4.1.3 for townhomes including 16' minimum lot widths, prescribed setbacks, maximum building cover, and the overall development area (inclusive of the individual unit lots and common area) providing the minimum 2400 square feet per unit.
- (6) The townhome development will be afforded public access by way of Flag Drive, an existing City Street. Parking lots are proposed to meet the minimum 2 parking spaces per townhome unit. The parking lots are required to be constructed to City specifications and will be maintained by the owner/developer and then ultimately the Homeowner's Association.
- (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. An existing pond constructed to handle development along Flag Drive will be utilized for stormwater.
- (8) It is the policy of the City Sanitation Department to require a dumpster in lieu of roll carts for a development of this size. The applicant will need to account for a bulk container meeting City Bulk Container and Enclosure standards for sanitation services.
- (9) Infrastructure within the townhome development including the parking lot, utilities, common space, etc. will be owned in-common by the HOA and will not be maintained by the City.
- (10) 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:**

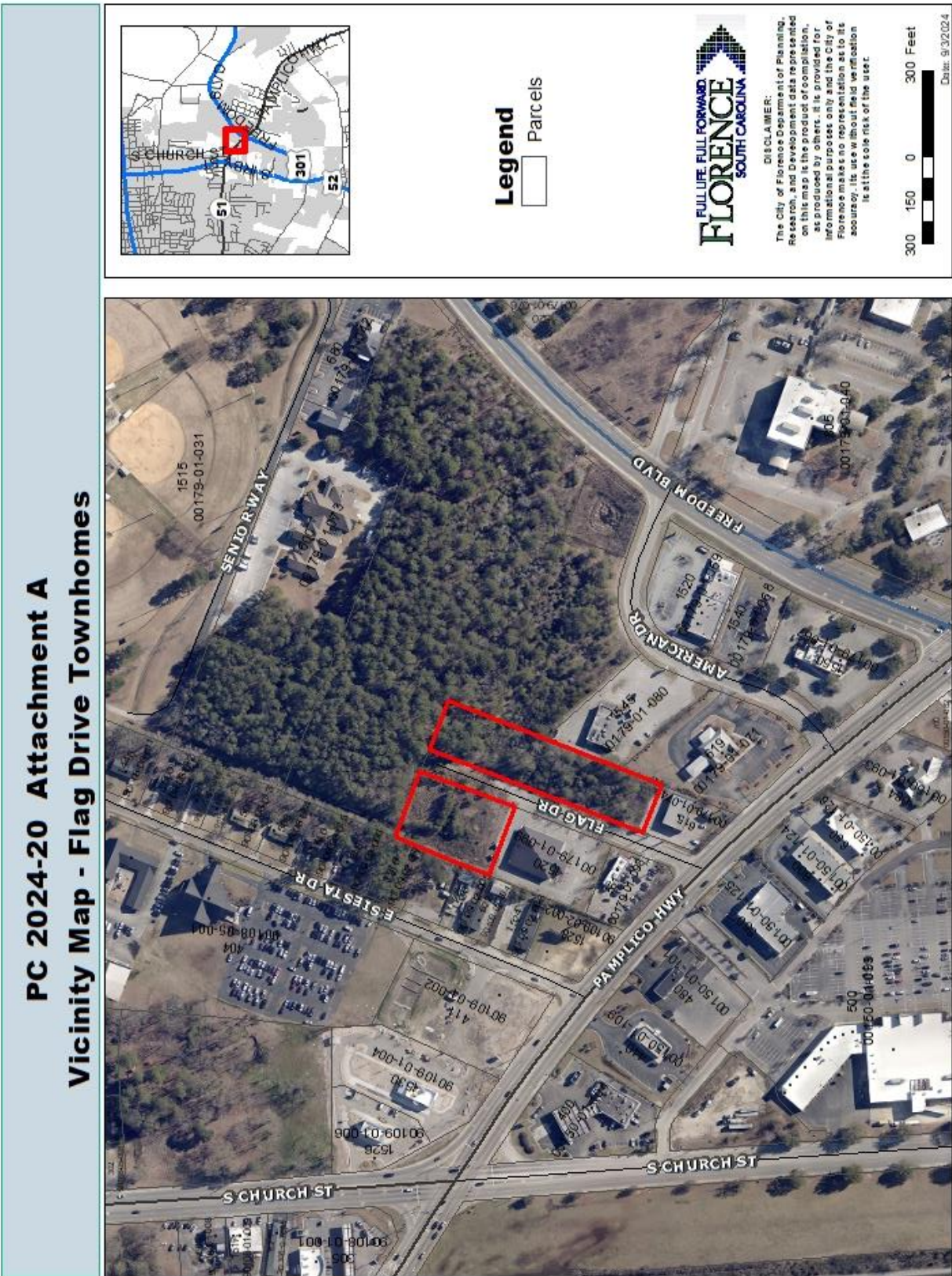
Planning Commission may:

- (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.

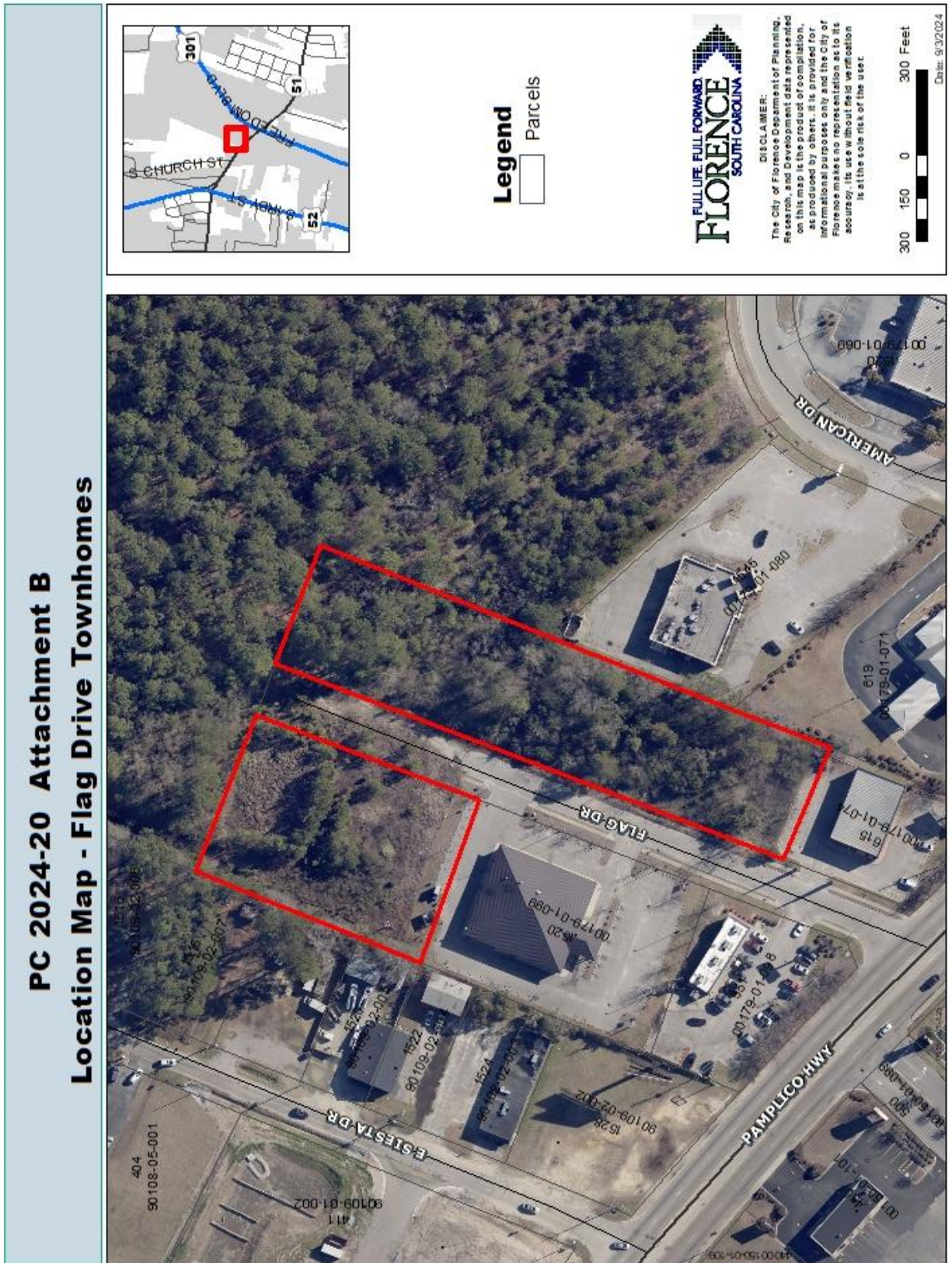
## **VII. ATTACHMENTS:**

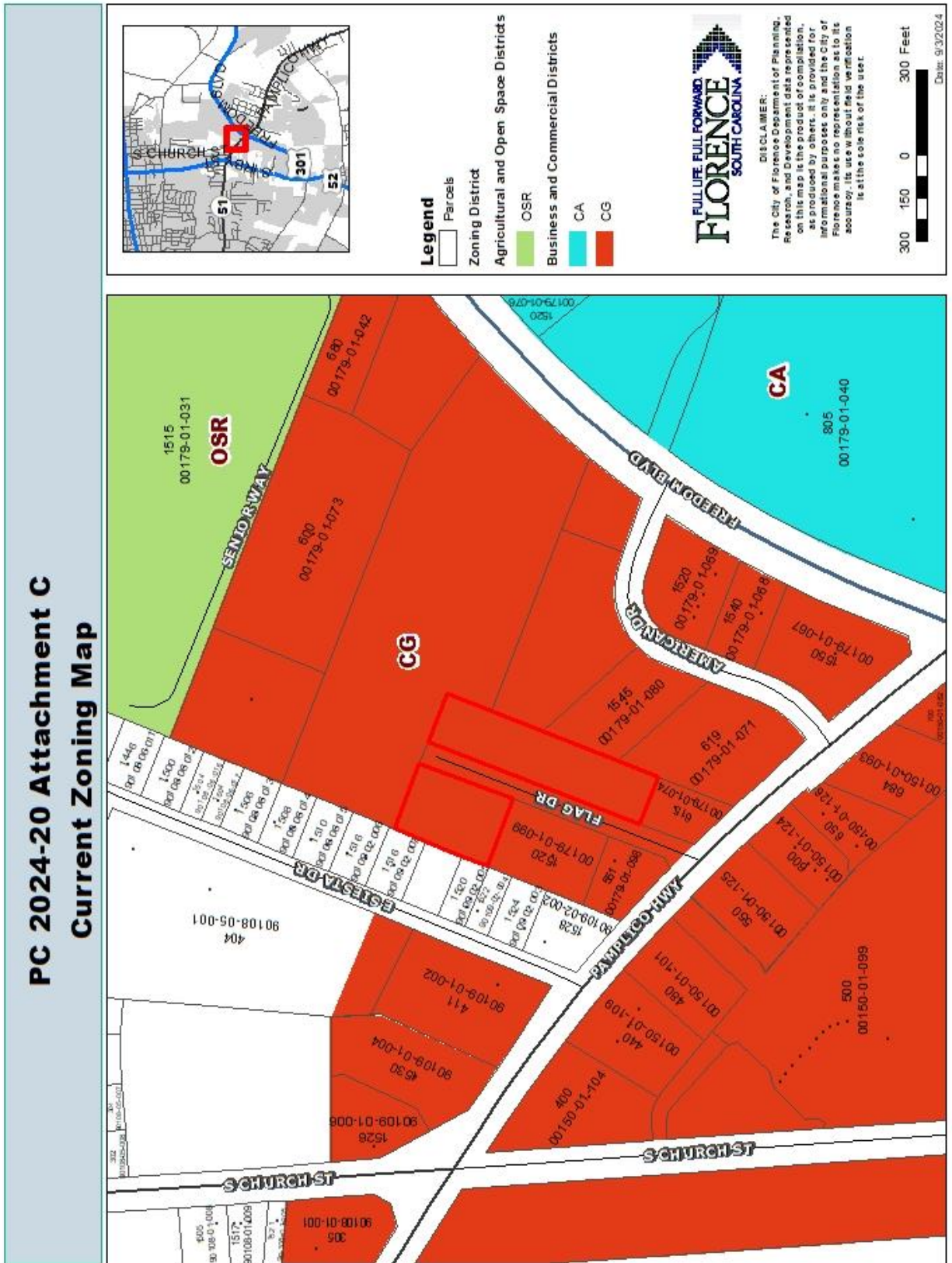
- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Proposed Sketch Plan
- F) Sketch Plan Application – City Staff Review

Attachment A: Vicinity Map

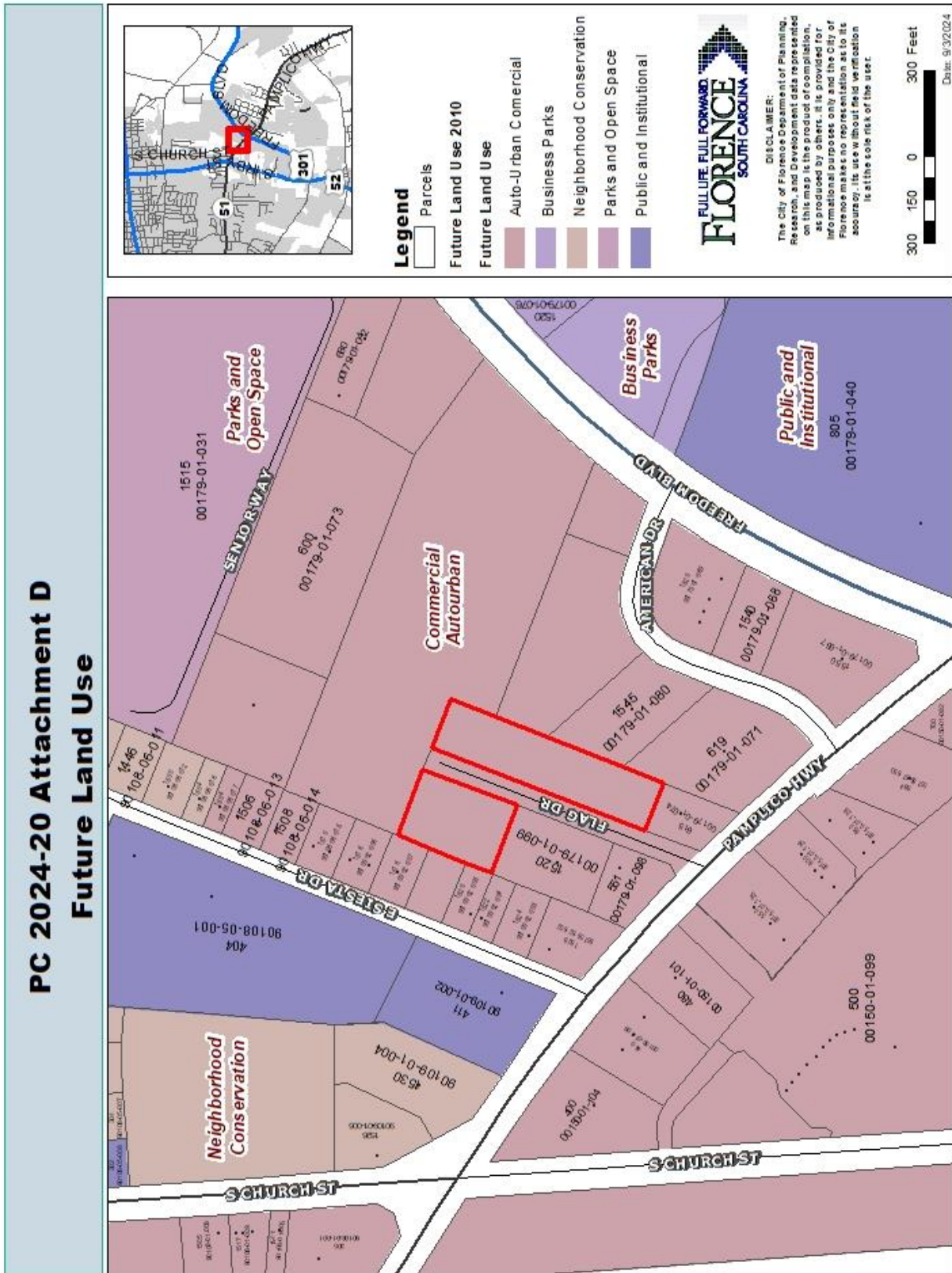


Attachment B: Location Map













**City of Florence**  
**Step 1 - "Sketch Plan"**  
 Planning Commission Application for Review

**Planning, Research, & Dev.**  
 City Center -2<sup>nd</sup> Floor  
 324 West Evans  
 Florence, S.C. 29501  
 Phone (843) 665-2047  
 Fax (843) 292-4911

Date Received: 04/19/2024 File No.: 23782 Sketch Plan Approved: \_\_\_\_\_  
 Comments Sent: \_\_\_\_\_ Comments Received: \_\_\_\_\_ Approved: \_\_\_\_\_

**FILL OUT FORM COMPLETELY AND DELIVER TO THE CITY OF FLORENCE DEPARTMENT OF PLANNING, RESEARCH, & DEVELOPMENT (2<sup>ND</sup> FLOOR)**

The undersigned hereby applies to the City of Florence Planning Commission for review and approval of a proposed subdivision or re-subdivision of the following described property.

Date: 04/18/2024 Development Name: Flag Drive Townhomes  
 Tax Map No.: 00179-01-037 Deed Record Property Owner: Floyd Family Properties LLC  
 Total Acreage: 2.33 Acreage to be developed: 2.33

If more than 1 tract/parcel is being developed, attach a separate sheet with the above information list for the additional parcels.

Zoning Designation (Existing): City Zoning Designation (Proposed): City  
 Proposed Residential Density: Total Residential Density: 12.4 (gross units/acre) Total No. of units: 29  
 Single Family Detached: \_\_\_\_\_ (units/acre) \_\_\_\_\_ % Mixed Residential \_\_\_\_\_ (units/acre) \_\_\_\_\_ %  
 Proposed Open Space: \_\_\_\_\_ (acres) \_\_\_\_\_ % (of development)

-----  
**Developers Name:** William Doulaveris **Contact:** William Doulaveris  
**Phone #:** 843-230-4200 **Cell Phone #:** 843-230-4200  
**Email Address:** Wdoulaveris@gmail.com  
**Mailing Address:** 471 W. Palmetto St. SC 29501  
 (Street #) (Street Name) (Suite/Apt#) (State) (Zip Code)  
**Engineering Firm Name:** Robert L. Weaver, PE **Contact:** Bob Weaver  
**Work Phone #:** 843-346-5800 **Cell Phone #:** 843-615-0482  
**Email Address:** bweaver@weaverengineeringinc.com **Website:** N/A  
**Mailing Address:** 4340 Alligator Rd. SC 29161  
 (Street #) (Street Name) (Suite/Apt#) (State) (Zip Code)

-----  
 Are there any Special Covenants that may restrict development or prevent the splitting of the parcel?  
 Yes \_\_\_ No  (If Yes, Provide Copy)

I understand that payment of subdivision review fee is to defray costs of filing this application, notifying interested parties, inspections, and administration by the Planning commission staff. Payment of the fee does not entitle me to the approval sought in this application, and no return will be made once the application is filed.

**Fee is \$10.00 Plus \$1.00 per residential lot or \$2.50 per acre in a non-residential subdivision.**

Fee due: \$39.00 Fee Paid: \$ 39.00  
William Doulaveris [Signature] 4/19/2024  
 (Applicant printed name) (Signature) (Date)

### Sec. 6-21.7.3 Sketch Plan Procedures

#### Placement on Planning Commission Meeting Agenda.

If the Director determines that the sketch plan conforms with all applicable standards of this Unified Development Ordinance and other applicable ordinances, or if the Director determines that the sketch plan will conform pending required minor changes or approvable variances, the sub-divider/developer will be notified and the Director shall place the sketch plan on the agenda of an upcoming Planning Commission meeting so that official action can be taken.

#### Pre-meeting Conference.

The Director shall be available to meet with the subdivider/developer and his/her agent to discuss the project prior to the Planning Commission meeting for which it is scheduled.

It shall be the responsibility of the subdivider/developer to schedule the pre-meeting conference.

#### Public Statement of Sketch Plan Conformity.

If the sketch plan conforms with all applicable standards of this Unified Development Ordinance and other applicable ordinances, the Director shall make a statement of conformity at the Planning Commission meeting during which the sketch plan is presented for official action.

The City of Florence Planning Commission meets on the second Tuesday of every month at 6:00 p.m. in Council Chambers at 324 West Evans Street.

### Sketch Plan Checklist

Unified Development Ordinance: <http://online.encodeplus.com/regs/florence-sc/>

City Staff

**Note:** This checklist is intended to be an aid and represents the minimal requirements for a sketch plan submittal, but should not be considered an exhaustive list of requirements. Please use the link above for the latest edition of the City of Florence Unified Development Ordinance.

#### **General Info: (initial)**

DJ

- a. X Generally. The sketch plan submittal, review, and approval process is intended to benefit the developer of a proposed project, and/or his agent, by providing an overview of the proposed development confirming that it meets the basic intent of these regulations prior to the preparation of a more formal and involved development plan submittal.

#### Choose an option:

DJ

- I. X I (the developer) request the city contact me to schedule an informal meeting with the planning, research & development staff to discuss the proposed development prior to completing and/or submitting the formal sketch plan for review.
- II. X I (the developer) respectfully decline a request from the city to contact me to schedule an informal meeting to discuss the proposed development.
- b. X Pertinent Information. Sub-dividers/developers and their agents are encouraged to provide all pertinent information during the preliminary design phase of a project so that it may be determined if the general layout of the project meets the intent of this and any other applicable ordinances. The sub-divider/developer shall submit a sketch plan of the entire tract, even if his present plans call for the development of only a part of the property.

DJ

- c. X Plan Requirements. The Sketch Plan shall be drawn at a scale not smaller than one hundred (100) feet to one (1)

inch. On large subdivisions, match lines shall be used, if necessary, on sheets no larger than 30" x 42". Sheets measuring 24" x 36" are preferred in order to conform with the Final Plat submittal requirements.

*Initial each item as completed or not applicable(n/a); Provide in a separate document, justification for any items deemed "N/A". Items that are not completed shall deem submittal incomplete and the package will be returned to submitter. UDO = Unified Development Ordinance.*

**Sketch Plan Submittal Contents.** Package shall include:

- DJ 1. X Sketch Plan Application
- DJ 2. X Review Fee (see application)
- DJ 3. X 3 Printed full size (to scale) copies of sketch plan
- DJ 4. X 3 Printed reduced size (11x17) copies of sketch plan
- DJ 5. X Variance Request (if applicable) DEAD END STREET
- DJ 6. X Digital (PDF & CAD) copy of sketch plan on digital media (CD or DVD)

**Sketch Plan.** At a minimum, the sketch plan shall include:

- DJ 1. X A vicinity map at a scale not smaller than one (1) mile to one (1) inch showing the relationship of the proposed subdivision to surrounding areas and development.
- DJ 2. X Proposed name of the subdivision with name and address of contact person.
- DJ 3. X Deed record names of adjoining property owners of subdivision.
- DJ 4. X The total acreage in the tract to be subdivided.
- DJ 5. X Proposed street arrangements, including any dimensional information such as rights-of-way widths, cul-de-sac lengths, curve radii, etc. that may be necessary to ensure that the geometric design of the street layout meets the intent of applicable codes and regulations.
- DJ 6. X Lot arrangements, including typical lot area and approximate number of lots.
- DJ 7. X Sufficient additional information (e.g., setbacks) to ensure conformance with the standards and regulations of this Unified Development Ordinance.
- DJ 8. X City or county boundary lines (as applicable).
- DJ 9. X Existing and proposed uses of land throughout the subdivision.
- DJ 10. X Existing parcel boundaries and uses of land surrounding the proposed subdivision.
- DJ 11. X Street names assigned in accordance with the following guidelines, subject to the review of the Director and approval by the Planning Commission:
  - a. The proposed street name must not be a duplicate name of any existing street name in the City or County.
  - b. Existing street names must be used in those instances where a new street is a direct or logical extension of an existing street.
  - c. Names of existing streets may be changed only when the entire length of street is included in the name change.
  - d. Street name suffixes must be assigned as follows:
    - 1. Court, Circle or Loop are reserved for cul-de-sac or loop streets.
    - 2. Boulevard, Parkway and Expressway are reserved for major thoroughfares or divided streets with at

least two lanes of traffic in each direction.

3. Highway and Freeway shall be reserved for designated highways or freeways under the jurisdiction of the South Carolina Department of Transportation.

4. A street name suffix shall not be used as part of the street name.

e. Street name prefixes such as North, South, East, and West may be used to clarify the general location of the street. However, such prefixes must be consistent with the existing and established street naming and address numbering system of the general area in which the street is located.

f. Alphabetical and numerical street names must not be designated except where such street is a direct extension of an existing street and is not a duplicate street name.

g. Proper names of national figures and local elected local officials may be considered under the following criteria:

1. The individual must be deceased.

2. Major thoroughfares are reserved for national figures, i.e., Martin Luther King Blvd., etc.; and

3. Local Streets may be used for national figures or local elected officials.

DJ 12. X Contour lines at vertical intervals of not more than two feet (preferably 1 foot). These contour lines should extend beyond the boundaries of the parcel by a minimum of 100 feet on all sides, or as necessary to show adjacent topography.

DJ 13. X In case of re-subdivision, a copy of the existing plat with the proposed re-subdivision superimposed.

DJ 14. X Location of all streams, lakes, swamps, as well as land subject to a one percent annual chance flood.

DJ 15. X Location of existing adjoining property lines and buildings on the property to be subdivided.

DJ 16. X Location and rights-of-way of streets, roads, railroads and utility lines either on or adjacent to the property to be subdivided. Specify whether utility lines are in easements or rights-of-way and show the locations of poles or towers.

DJ 17. X The approximate location of existing and proposed utilities, including stormwater management facilities. (use different linetypes, line thickness, etc. to distinguish existing utilities from proposed utilities)

DJ 18. X Additional information may be required if it is deemed necessary by the Director, or appointees, in order to make a determination of general conformance with the regulations (e.g., environmental impact studies, drainage analysis).

**Traffic Studies. (Initial each)** ~~N/A~~ DUE TO ONLY 29 UNITS PROPOSED

DJ 1. ~~N/A~~ Traffic Studies, Generally. A traffic impact study may be required for any large development, such as a shopping center, planned or mixed use development, an industrial complex, or a significant residential project. A traffic study is required when a specified threshold within the development is met or if it is determined by the City that the level of service (LOS) of the existing or proposed road network is unacceptable.

DJ 2. ~~N/A~~ Thresholds. (Choose all that apply) The proposed thresholds are as follows and, if met, require a traffic study:

a. ~~N/A~~ If 50 or more lots in a residential subdivision or 100 parking places for multi-family residential or commercial projects are proposed;

b. ~~N/A~~ If a proposed building is 100,000 square feet or more;

- c. N/A If there are two or more principal uses for a project area where the total gross floor area is 100,000 square feet or more; or
- d. N/A If the development is a truck or bus terminal, including service facilities designed principally for such uses.
- e. X None of the preceding thresholds apply (if item "e" is chosen, items 3-6 do not apply and shall be disregarded)

- DJ** 3. N/A Submittal Contents of Traffic Study. If a traffic study is required for a project, it shall contain the following elements:
- f.        A list of roads in the project area showing the functional class and traffic counts for each; and
  - g.        An investigation of the project impact on the transportation network, including level of service (LOS) calculations for all affected roads.

- DJ** 4. N/A Level of Service (LOS) and Road Functional Class Descriptions. The LOS, based on the current traffic on the road (volume) and the ability of the road to handle traffic (capacity), that will be considered acceptable is dependent on the functional class of the road, which is described by the South Carolina Department of Transportation (SCDOT) as follows:
- h. LOS A. This level of service describes completely free-flow conditions. Desired speed and movements are virtually unaffected by the presence of other vehicles and constrained only by the geometric features of the roadway and driver preferences.
  - i. LOS B. Traffic flow is stable. The presence of other vehicles only slightly restricts freedom to maneuver.
  - j. LOS C. Traffic flow is stable, but the number of bumper-to-bumper groups of vehicles increases due to slow moving vehicles and turning maneuvers.
  - k. LOS D. Unstable traffic flow conditions are approached under LOS D. The desire to pass becomes very high but safe passing opportunities decrease significantly.
  - l. LOS E. Passing is virtually impossible. The slowest moving vehicle controls the travel speed.
  - m. LOS F. Passing is impossible. The slowest moving vehicle controls the travel speed. Very unstable traffic flow conditions exist.

- DJ** 5. N/A Acceptable Level of Service Based on Functional Class. The functional class of a road is determined by the SCDOT. If the road is a not state maintained, it shall be considered local. The following are minimum acceptable levels of service based on the functional class of the road:
- n. Local - LOS C
  - o. Collector - LOS C
  - p. Arterial - LOS C
  - q. Expressway - LOS C

- DJ** 6. N/A Certification and Other Requirements of the Traffic Study.
- r. Traffic studies shall be completed and certified by a registered engineer at the expense of the sub-divider/developer, owner, or applicant (owner). The City reserves the right to develop a list of pre-approved transportation engineering firms and require that the owner select from the pre-approved list for any required traffic impact study.

- s. Traffic studies shall meet the criteria of the Institute of Transportation Engineers (ITE) and shall analyze traffic conditions per the initial study phase.
- t. If the initial study shows a LOS of less than C, then the sub-divider/developer or owner shall be required to complete an additional traffic impact study of the full development of the site under the most critical traffic situation expected. This phase of work must be extended to include a traffic remediation plan that corrects the deficiencies and demonstrates an acceptable level of service on the public roadway(s) for the proposed project. The traffic remediation plan shall include roadway improvements and any traffic control devices necessary to reduce the impacts of the new development.
- u. If the LOS of the existing road network is C or less, then the proposed development may not lower the existing level of service. New roadways within the proposed development must provide (at full development of the site) a LOS of not less than C. However, the study should reflect that the goal is for all existing or proposed public roadway systems to be improved to a minimum of a LOS C.
- v. For phased projects, the proposed public rights-of-ways shall conform to the traffic remediation plan as detailed in the traffic study.

Please note: Official plan reviews cannot begin until a **complete** submittal package has been delivered. Incomplete checklist and/or submittal packages will be returned to developer/engineer.

 <hr/> William Doulaveris (Developer Printed Name)	<hr/> 4/19/2024 (Date)
 <hr/> Robert L. Weaver (Engineer Printed Name)	<hr/> 4/19/2024 (Date)





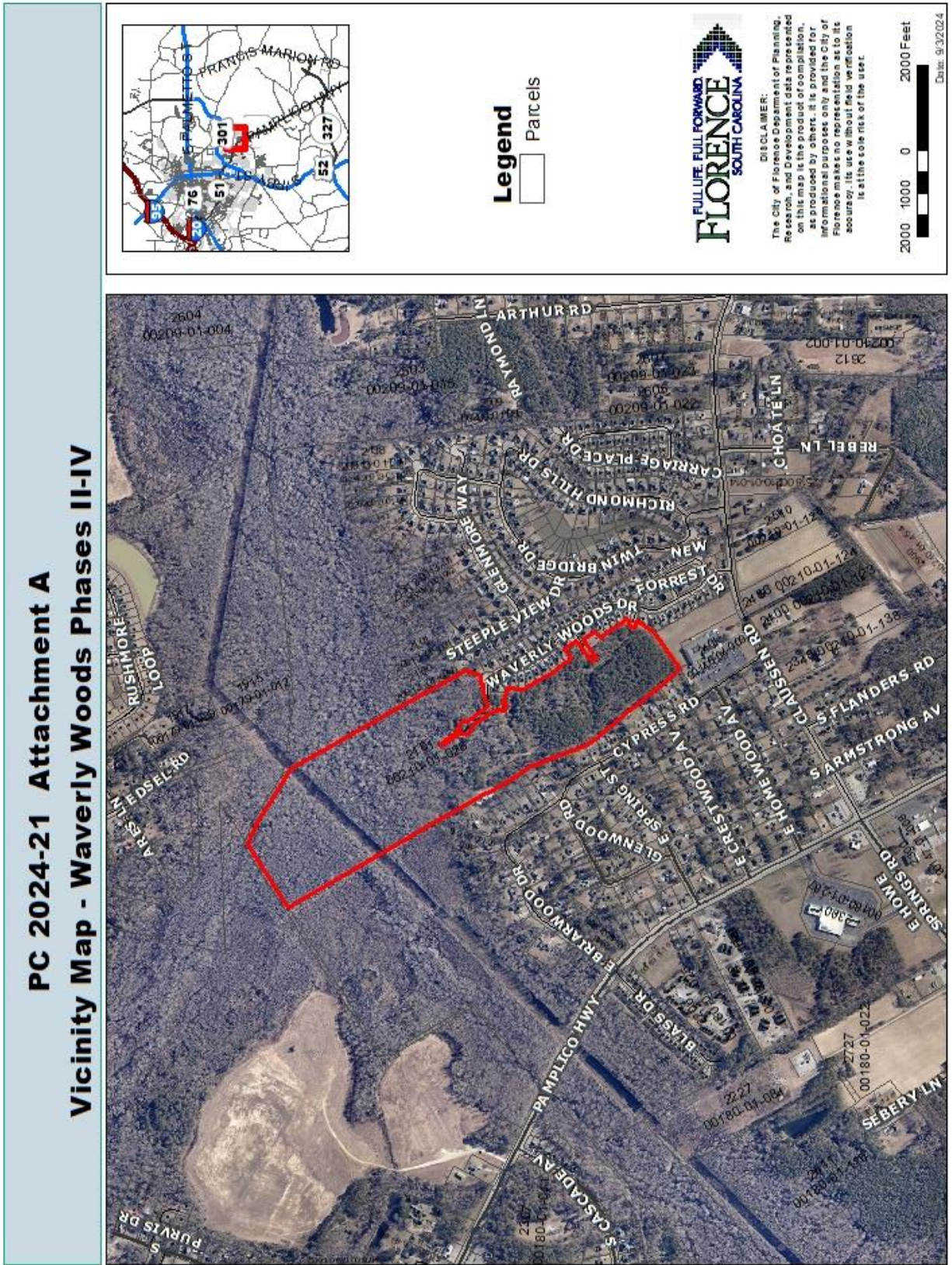
## **V. POINTS TO CONSIDER:**

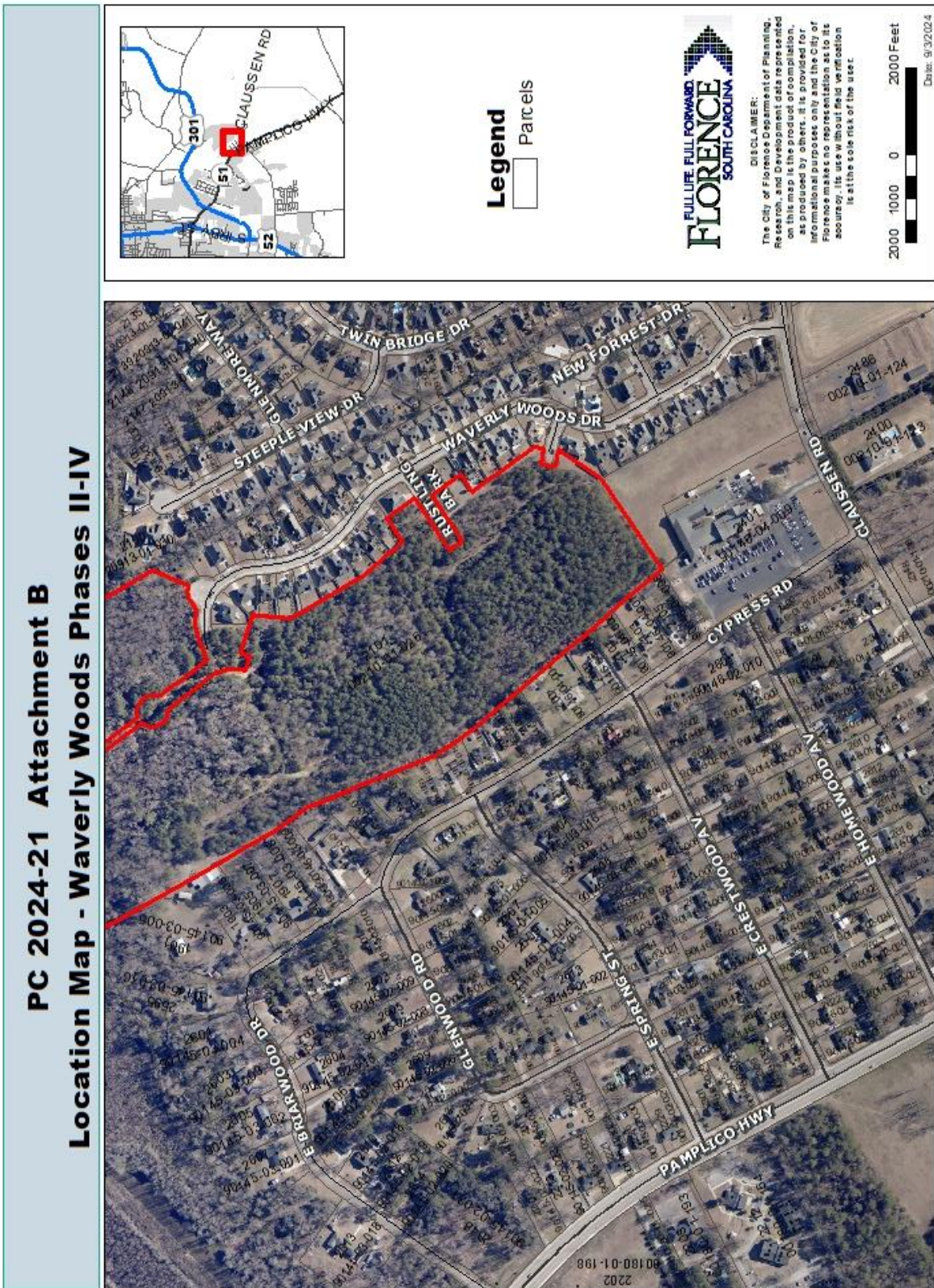
- (1) The proposed development is part of the Waverly Woods Subdivision. It is being developed as a “conventional, single-family type” subdivision in keeping with the previous phase(s). This Sketch Plan is a proposed 91 Lots to be constructed in 3 Phases. The total disturbed area of the development will be 26.1 with approximately 3.94 acres being conserved as Open Space.
- (2) The existing and proposed subdivision is zoned NC-6.1 requiring minimum lot widths of 60 feet & minimum lot areas of 6,000 square feet. The setbacks to be observed are: Front-25’; Side-5’; Total Side-12’; Rear-25’; Height-38’.
- (3) 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.
- (4) The proposed street names have been compared to the database and are acceptable.
- (5) The applicant is requesting a variance from:  
UDO Section 4-13.3.6 to exceed the 400’ maximum length for dead end cul-de-sacs which is proposed to be 691’ in length on Brightwood Drive, a variance of 291’. The length of the cul-de-sac is measured from the intersection of Rustling Bark to the furthest point in the cul-de-sac. The 400’ requirement is to minimize the amount of time taken for emergency vehicles, including fire trucks, to turnaround in case of an emergency. Staff supports the variance as requested.
- (6) Following sketch plan approval, the developer will be required to submit a full Development Plan submittal package to staff for review prior to any construction taking place.

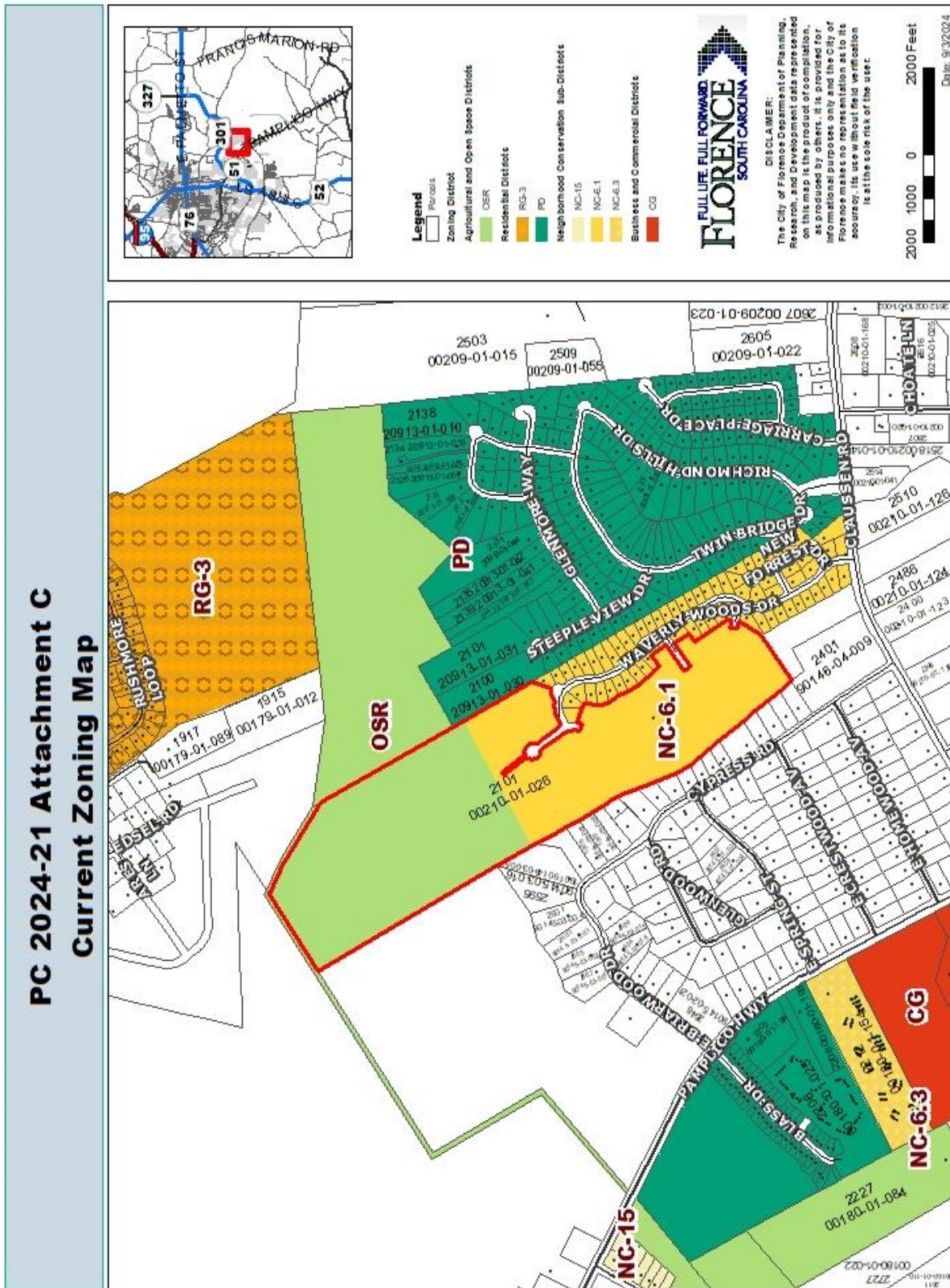
## **VI. ATTACHMENTS:**

- A) Vicinity Map
- B) Location Map
- C) Current Zoning Map
- D) Future Land Use Map
- E) Proposed Sketch Plan – Page 1
- F) Proposed Sketch Plan – Page 2
- G) Sketch Plan Application – City Staff Review

Attachment A: Vicinity Map

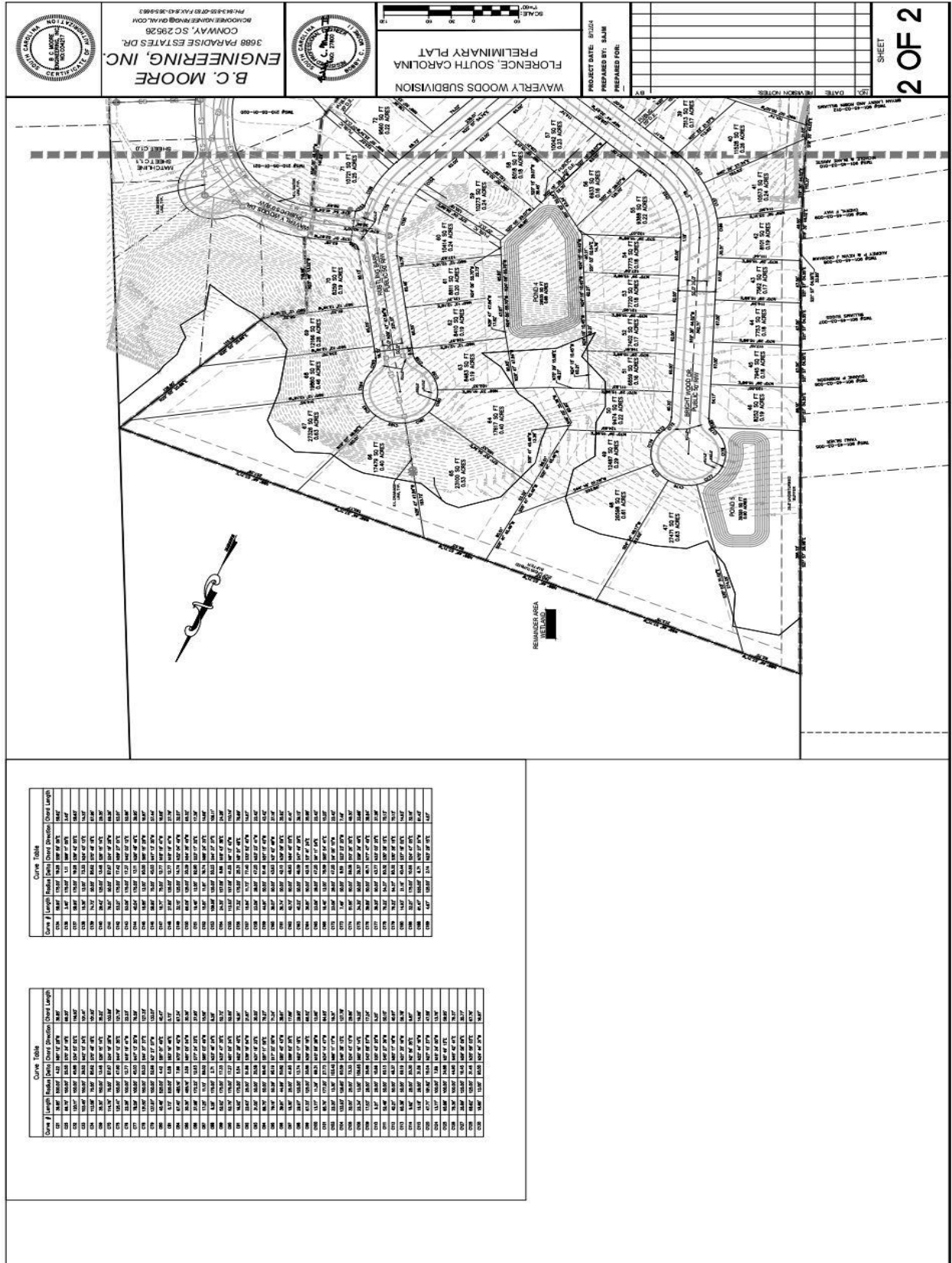














Attachment G: Sketch Plan Application – City Staff Review



**City of Florence**  
**Step 1 - "Sketch Plan"**  
 Planning Commission Application for Review

**Planning, Research, & Development**  
 City Center -2<sup>nd</sup> Floor  
 324 West Evans Street  
 Florence, S.C. 29501  
 Phone (843) 665-2047

Date Received: \_\_\_\_\_ File No.: \_\_\_\_\_ Sketch Plan Approved: \_\_\_\_\_  
 Comments Sent: \_\_\_\_\_ Comments Received: \_\_\_\_\_ Approved: \_\_\_\_\_

**FILL OUT FORM COMPLETELY AND DELIVER TO THE CITY OF FLORENCE DEPARTMENT OF PLANNING, RESEARCH, & DEVELOPMENT (2<sup>ND</sup> FLOOR OF THE CITY CENTER)**

The undersigned hereby applies to the City of Florence Planning Commission for review and approval of a proposed subdivision or re-subdivision of the following described property.

Date: 08/09/2024 Development Name: Waverly Woods Subdivision  
 Tax Map No.: 00210-01-026 Deed Record Property Owner: Waverly Woods at Claussen, LLC  
 Total Acreage: 59.3 Acreage to be developed: 26.1

If more than 1 tract/parcel is being developed, attach a separate sheet with the above information list for the additional parcels.

Zoning Designation (Existing): R-3 Zoning Designation (Proposed): R-3  
 Proposed Residential Density: Total Residential Density: 3.48 (gross units/acre) Total No. of units: 91  
 Single Family Detached: 3.48 (units/acre) % Mixed Residential \_\_\_\_\_ (units/acre) %  
 Proposed Open Space: 3.94 (acres) 15.1 % (of development)

Developer Name: Pee Dee Land Company Contact: Mark Lawhon  
 Phone #: 843-229-5774 Cell Phone #: 843-229-5774  
 Email Address: marklawhon@gmail.com  
 Mailing Address: 611 West Palmetto St. SC 29501  
(Street #) (Street Name) (Suite/Apt#) (State) (Zip Code)  
 Engineering Firm Name: BC Moore Engineering, Inc. Contact: Sara Joyce Moore  
 Work Phone #: 843-607-0770 Cell Phone #: 843-607-0770  
 Email Address: sara@bcmooreengineering.com Website: n/a  
 Mailing Address: 3700 Paradise Estates Dr. SC 29526  
(Street #) (Street Name) (Suite/Apt#) (State) (Zip Code)

Are there any Special Covenants that may restrict development or prevent the splitting of the parcel?  
 Yes \_\_\_\_\_ No x (If Yes, Provide Copy)

I understand that payment of subdivision review fee is to defray costs of filing this application, notifying interested parties, inspections, and administration by the Planning commission staff. Payment of the fee does not entitle me to the approval sought in this application, and no return will be made once the application is filed.

Fee is \$10.00 Plus \$1.00 per residential lot or \$2.50 per acre in a non-residential subdivision.  
 Fee due: \$101.00 Fee Paid: \_\_\_\_\_

Mark Lawhon 08/09/2024  
(Applicant printed name) (Signature) (Date)

### Sec. 6-21.7.3 Sketch Plan (Procedures)

#### Placement on Planning Commission Meeting Agenda.

If the Director determines that the sketch plan conforms with all applicable standards of this Unified Development Ordinance and other applicable ordinances, or if the Director determines that the sketch plan will conform pending required minor changes or approvable variances, the sub-divider/developer will be notified and the Director shall place the sketch plan on the agenda of an upcoming Planning Commission meeting so that official action can be taken. The Planning Commission meets on the second Tuesday of every month.

#### Pre-meeting Conference.

The Director shall be available to meet with the subdivider/developer and his/her agent to discuss the project prior to the Planning Commission meeting for which it is scheduled.

It shall be the responsibility of the subdivider/developer to schedule the pre-meeting conference.

#### Public Statement of Sketch Plan Conformity.

If the sketch plan conforms with all applicable standards of this Unified Development Ordinance and other applicable ordinances, the Director shall make a statement of conformity at the Planning Commission meeting during which the sketch plan is presented for official action.

### Sketch Plan Checklist

Unified Development Ordinance: <http://online.encodeplus.com/regs/florence-sc/>

**Note:** This checklist is intended to be an aid and represents the minimal requirements for a sketch plan submittal but should not be considered an exhaustive list of requirements. Please use the link above for the latest edition of the City of Florence *Unified Development Ordinance (UDO)*.

City Staff

#### **General Info: (initial)**

DJ

- a.  Generally. The sketch plan submittal, review, and approval process is intended to benefit the developer of a proposed project, and/or his agent, by providing an overview of the proposed development confirming that it meets the basic intent of these regulations prior to the preparation of a more formal and involved development plan submittal.

#### Choose an option:

DJ

- I.  I (the developer) request the city contact me to schedule an informal meeting with the planning, research & development staff to discuss the proposed development prior to completing and/or submitting the formal sketch plan for review.
- II.  I (the developer) respectfully decline a request from the city to contact me to schedule an informal meeting to discuss the proposed development.
- b.  Pertinent Information. Sub-dividers/developers and their agents are encouraged to provide all pertinent information during the preliminary design phase of a project so that it may be determined if the general layout of the project meets the intent of this and any other applicable ordinances. The sub-divider/developer shall submit a sketch plan of the entire tract, even if his present plans call for the development of only a part of the property.

DJ

- c.  Plan Requirements. The Sketch Plan shall be drawn at a scale not smaller than one hundred (100) feet to one (1) inch. On large subdivisions, match lines shall be used, if necessary, on sheets no larger than 30" x 42". Sheets measuring 24" x 36" are preferred in order to conform with the Final Plat submittal requirements.

*Initial each item as completed or not applicable(n/a); Provide in a separate document, justification for any items deemed "N/A". Items that are not completed shall deem submittal incomplete and the package will be returned to submitter.*

DJ

**Sketch Plan Submittal Contents.** Package shall include:

- 1.  Sketch Plan Application
- 2. \_\_\_ Review Fee (see application)
- 3. \_\_\_ 3 Printed full size (to scale) copies of sketch plan
- 4. \_\_\_ 3 Printed reduced size (11x17) copies of sketch plan
- 5. n/a Variance Request (if applicable) X <sup>no section</sup> 4-13-3.6 291' variance required
- 6.  Digital (PDF & CAD) copy of sketch plan on digital media (CD or DVD)

DJ

DJ

**Sketch Plan.** At a minimum, the sketch plan shall include:

DJ

7.  A vicinity map at a scale not smaller than one (1) mile to one (1) inch showing the relationship of the proposed subdivision to surrounding areas and development.

DJ

8.  Proposed name of the subdivision with name and address of contact person.

DJ

9.  Deed record names of adjoining property owners of subdivision.

DJ

10.  The total acreage in the tract to be subdivided.

DJ

11.  Proposed street arrangements, including any dimensional information such as rights-of-way widths, cul-de-sac lengths, curve radii, etc. that may be necessary to ensure that the geometric design of the street layout meets the intent of applicable codes and regulations.

DJ

12.  Lot arrangements, including typical lot area and approximate number of lots.

13.  Sufficient additional information (e.g., setbacks) to ensure conformance with the standards and regulations of this Unified Development Ordinance.

DJ

14.  City or county boundary lines (as applicable).

DJ

15.  Existing and proposed uses of land throughout the subdivision.

DJ

16.  Existing parcel boundaries and uses of land surrounding the proposed subdivision.

DJ

17.  Street names assigned in accordance with the following guidelines, subject to the review of the Director and approval by the Planning Commission:

- a. The proposed street name must not be a duplicate name of any existing street name in the City or County.
- b. Existing street names must be used in those instances where a new street is a direct or logical extension of an existing street.
- c. Names of existing streets may be changed only when the entire length of street is included in the name change.
- d. Street name suffixes must be assigned as follows:
  - 1. Court, Circle or Loop are reserved for cul-de-sac or loop streets;
  - 2. Boulevard, Parkway and Expressway are reserved for major thoroughfares or divided streets with at least two lanes of traffic in each direction.
  - 3. Highway and Freeway shall be reserved for designated highways or freeways under the jurisdiction of the South Carolina Department of Transportation.
  - 4. A street name suffix shall not be used as part of the street name.
- e. Street name prefixes such as North, South, East, and West may be used to clarify the general location of the street. However, such prefixes must be consistent with the existing and established street naming and address numbering system of the general area in which the street is located.

- f. Alphabetical and numerical street names must not be designated except where such street is a direct extension of an existing street and is not a duplicate street name.
- g. Proper names of national figures and local elected local officials may be considered under the following criteria:
  1. The individual must be deceased;
  2. Major thoroughfares are reserved for national figures, i.e., Martin Luther King Blvd., etc.; and
  3. Local Streets may be used for national figures or local elected officials.

- 05 18.  Contour lines at vertical intervals of not more than two feet (preferably 1 foot). These contour lines should extend beyond the boundaries of the parcel by a minimum of 100 feet on all sides, or as necessary to show adjacent topography.
- 05 19.  In case of re-subdivision, a copy of the existing plat with the proposed re-subdivision superimposed.
- 05 20.  Location of all streams, lakes, swamps, as well as land subject to a one percent annual chance flood.
- 05 21.  Location of existing adjoining property lines and buildings on the property to be subdivided.
- 05 22.  Location and rights-of-way of streets, roads, railroads, and utility lines either on or adjacent to the property to be subdivided. Specify whether utility lines are in easements or rights-of-way and show the locations of poles or towers.
- 05 23.  The approximate location of existing and proposed utilities, including stormwater management facilities. (use different linetypes, line thickness, etc. to distinguish existing utilities from proposed utilities)
- 05 24.  Additional information may be required if it is deemed necessary by the Director, or appointees, in order to make a determination of general conformance with the regulations (e.g., environmental impact studies, drainage analysis).

**Traffic Studies. (Initial each)**

**DJ** DOT  
Approval @  
Development Plan

- 25.  Traffic Studies, Generally. A traffic impact study may be required for any large development, such as a shopping center, planned or mixed use development, an industrial complex, or a significant residential project. A traffic study is required when a specified threshold within the development is met or if it is determined by the City that the level of service (LOS) of the existing or proposed road network is unacceptable.
- 26.  Thresholds. (Choose all that apply) The proposed thresholds are as follows and, if met, require a traffic study:
  - a.  If 50 or more lots in a residential subdivision or 100 parking places for multi-family residential or commercial projects are proposed;
  - b.  If a proposed building is 100,000 square feet or more;
  - c.  If there are two or more principal uses for a project area where the total gross floor area is 100,000 square feet or more; or
  - d.  If the development is a truck or bus terminal, including service facilities designed principally for such uses.
  - e.  None of the preceding thresholds apply (if item "e" is chosen, items 3-6 do not apply and shall be disregarded)
- 27.  Submittal Contents of Traffic Study. If a traffic study is required for a project, it shall contain the following elements:
  - f.  A list of roads in the project area showing the functional class and traffic counts for each; and
  - g.  An investigation of the project impact on the transportation network, including level of service (LOS) calculations for all affected roads.

28. \_\_\_\_ Level of Service (LOS) and Road Functional Class Descriptions. The LOS, based on the current traffic on the road (volume) and the ability of the road to handle traffic (capacity), that will be considered acceptable is dependent on the functional class of the road, which is described by the South Carolina Department of Transportation (SCDOT) as follows:
- h.LOS A. This level of service describes completely free-flow conditions. Desired speed and movements are virtually unaffected by the presence of other vehicles and constrained only by the geometric features of the roadway and driver preferences.
  - i. LOS B. Traffic flow is stable. The presence of other vehicles only slightly restricts freedom to maneuver.
  - j. LOS C. Traffic flow is stable, but the number of bumper-to-bumper groups of vehicles increases due to slow moving vehicles and turning maneuvers.
  - k.LOS D. Unstable traffic flow conditions are approached under LOS D. The desire to pass becomes very high but safe passing opportunities decrease significantly.
  - l. LOS E. Passing is virtually impossible. The slowest moving vehicle controls the travel speed.
  - m. LOS F. Passing is impossible. The slowest moving vehicle controls the travel speed. Very unstable traffic flow conditions exist.
29. \_\_\_\_ Acceptable Level of Service Based on Functional Class. The functional class of a road is determined by the SCDOT. If the road is a not state maintained, it shall be considered local. The following are minimum acceptable levels of service based on the functional class of the road:
- n.Local - LOS C
  - o.Collector - LOS C
  - p.Arterial - LOS C
  - q.Expressway - LOS C
30. \_\_\_\_ Certification and Other Requirements of the Traffic Study.
- r. Traffic studies shall be completed and certified by a registered engineer at the expense of the sub-divider/developer, owner, or applicant (owner). The City reserves the right to develop a list of pre-approved transportation engineering firms and require that the owner select from the pre-approved list for any required traffic impact study.
  - s. Traffic studies shall meet the criteria of the Institute of Transportation Engineers (ITE) and shall analyze traffic conditions per the initial study phase.
  - t. If the initial study shows a LOS of less than C, then the sub-divider/developer or owner shall be required to complete an additional traffic impact study of the full development of the site under the most critical traffic situation expected. This phase of work must be extended to include a traffic remediation plan that corrects the deficiencies and demonstrates an acceptable level of service on the public roadway(s) for the proposed project. The traffic remediation plan shall include roadway improvements and any traffic control devices necessary to reduce the impacts of the new development.
  - u. If the LOS of the existing road network is C or less, then the proposed development may not lower the existing level of service. New roadways within the proposed development must provide (at full development of the site) a LOS of not less than C. However, the study should reflect that the goal is for all existing or proposed public roadway systems to be improved to a minimum of a LOS C.
  - v. For phased projects, the proposed public rights-of-ways shall conform to the traffic remediation plan as detailed in the traffic study.

Please note: Official plan reviews cannot begin until a complete submittal package has been delivered.

Incomplete checklist and/or submittal packages will be returned to developer/engineer.

Mark Lawhon  
(Developer Printed Name)

  
(Signature)

08/09/24  
(Date)

Bobby C. Moore II  
(Engineer Printed Name)

Bobby C. Moore II  
(Signature)

08/09/24  
(Date)

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
 STAFF REPORT TO THE  
 CITY OF FLORENCE PLANNING COMMISSION  
 SEPTEMBER 10, 2024**

**AGENDA ITEM: PC-2024-22 Request to rezone four parcels from PDD to NC-6.3, located at the intersection of East Pine Street, South Church Street, and Barringer Street, and identified as Florence County Tax Map Numbers 90103-01-002, 90103-01-003, 90103-01-004, and 90103-01-005.**

**I. IDENTIFYING DATA:**

Property Owner	Tax Map Numbers
Park Chong	90103-01-002, 90103-01-003, 90103-01-004, and 90103-01-005

**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:** Planned Development District (PDD)  
**Proposed Zoning:** Neighborhood Conservation-6.3 (NC-6.3)  
**Current Use:** Vacant  
**Proposed Use:** Townhouses

**North:** Activity Center - vacant  
**South:** Activity Center - single family  
**East:** Campus - single family, vacant  
**West:** Central Business District – railroad, townhouses

**IV. POINTS TO CONSIDER:**

- (1) The 0.99 acre area is a triangle defined by East Pine Street on the south, South Church Street on the east, and Barringer Street on the west and consisting of four individual parcels (Attachment B).
- (2) The parcel at the northern corner of the triangle is owned by the South Carolina Highway Department and is not included in the rezoning request.
- (3) The lots were zoned Planned Development District under the former zoning map of 2008, but no record of the standards for the PDD has been located.
- (4) The applicants are applying on the owner’s behalf with the intent of developing twelve townhouses on the site.

- (5) Townhouses are a permitted use in the NC-6.3 zoning district.
- (6) Land uses of the adjacent properties are a mixture of vacant land, single family residential, and commercial uses. Townhouses are being developed a block west on West Pine Street.
- (7) The Future Land Use Map designates this area as Suburban Campus, possibly due to its proximity to McLeod Regional Medical Center.
- (8) Any future development will be subject to the regulations of the *Unified Development Ordinance*, including sketch plan review by the Planning Commission.
- (9) The affected parcels will be combined and re-subdivided to accommodate townhouses as required by the *Unified Development Ordinance*.
- (10) Exterior design must be reviewed and approved by the Design Review Board due to the parcels' inclusion in the Redevelopment Overlay District.

## **V. OPTIONS:**

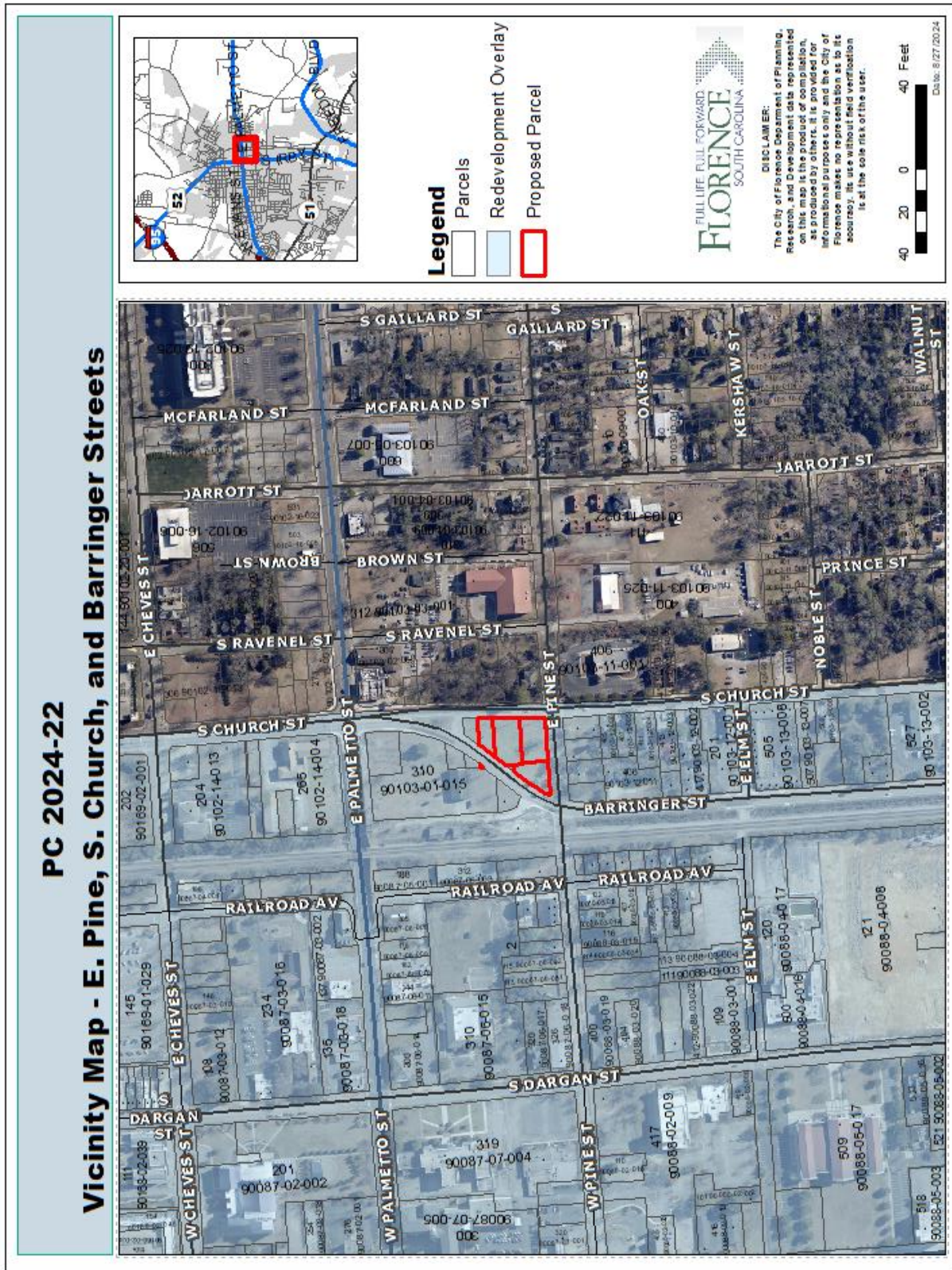
Planning Commission may:

- (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:**

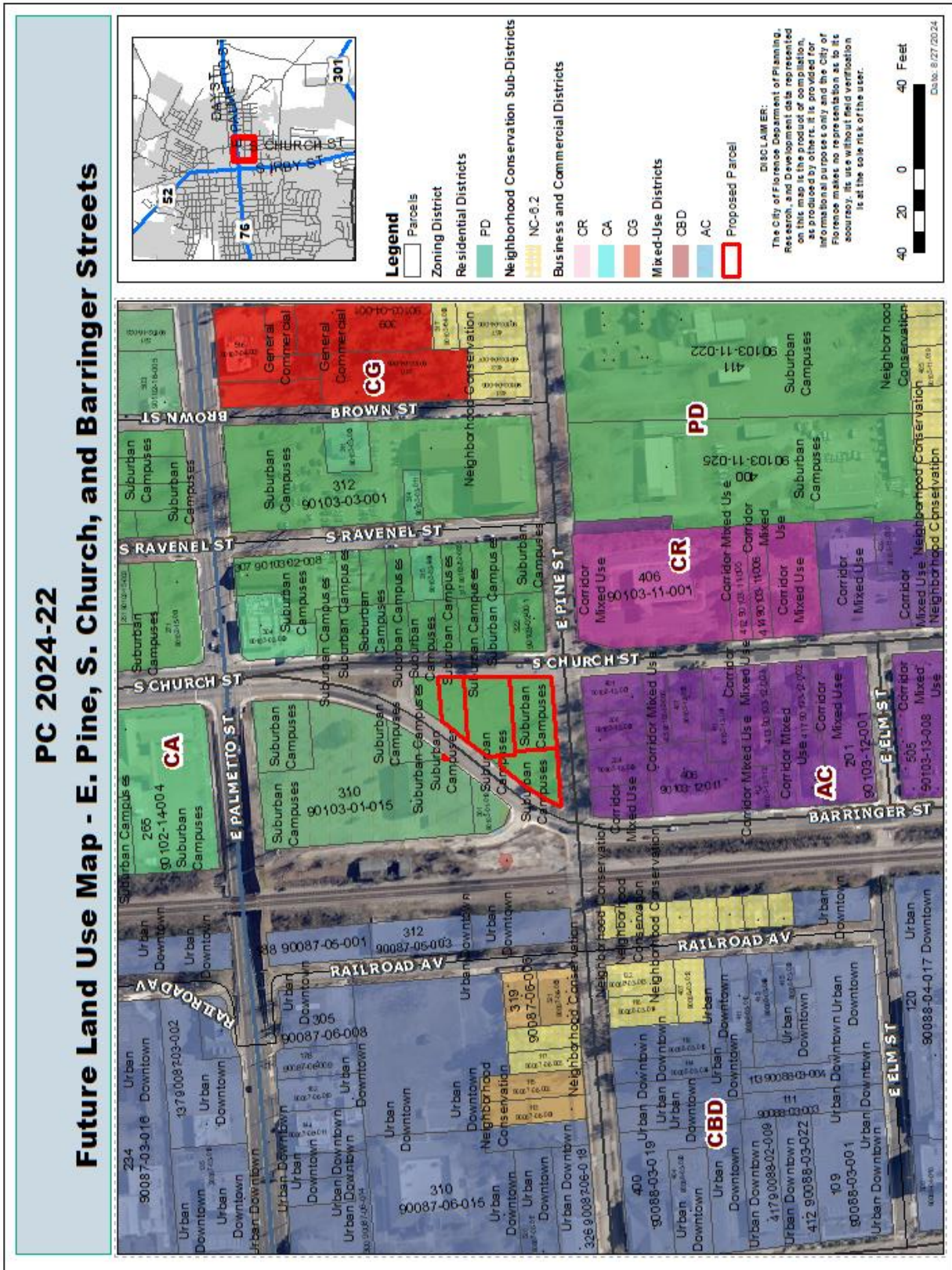
- A) Vicinity Map
- B) Location Map
- C) Current Zoning Map
- D) Future Land Use Map
- E) Combination Plat
- F) Site Photos



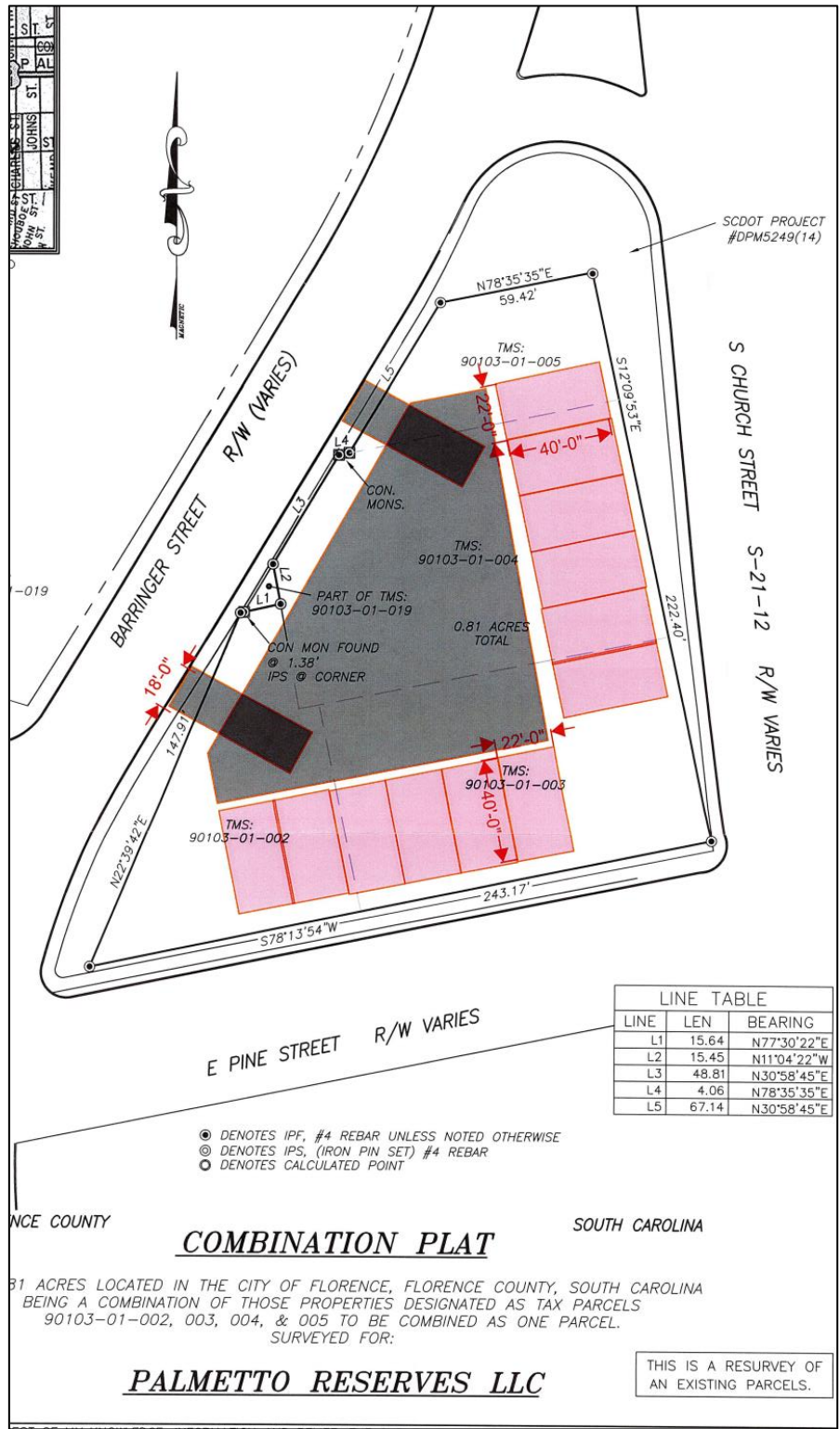








Attachment E: Combination Plat



Attachment F: Site Photos



On South Church Street side looking southwest.



On South Church Street side looking northwest.



On South Church Street side nearing the crossover to Barringer Street looking north.



On Barringer Street side looking southwest.

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT**

**STAFF REPORT TO THE**

**CITY OF FLORENCE PLANNING COMMISSION**

**SEPTEMBER 10, 2024**

**AGENDA ITEM: PC-2024-23 Request to zone Commercial General (CG), pending annexation, the lots located at 551 and 597 West Lucas Street, identified as Florence County Tax Map Numbers 90070-01-025 and 90070-01-028.**

**I. IDENTIFYING DATA:**

<b>Owner</b>	<b>Tax Map Number</b>
<b>Norwood &amp; Norwood LLC</b>	<b>90070-01-025 and -028</b>

**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:**

**Current Zoning:** B-3 (County)  
**Proposed Zoning:** Commercial General (CG)  
**Current Use:** Seminar Brewing Taproom & Grill

**IV. POINTS TO CONSIDER:**

- (1) The property is in the County and is zoned B-3, which is a general commercial district. It is currently the location of Seminar Brewing Taproom and Grill.
- (2) The proposed zoning, pending annexation, is Commercial General (CG). A brewery and restaurant are permitted uses in the CG district.
- (3) The lots meet the dimensional requirements of the CG zoning district per the City of Florence *Unified Development Ordinance*. The existing buildings do not meet all of the setback requirements and would be considered legally nonconforming structures.
- (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 Commercial General zoning district. The property will be subject to the City of Florence codes and regulations.
- (5) Land uses of adjacent properties include commercial and light industrial uses. The Future Land Use Map recommends mixed commercial and light industrial uses along this section of West Lucas Street. A brewery is an appropriate use for this corridor.
- (6) City water services are currently available. City sewer services are not currently available.



- (7) A micro-brewery is conditionally permitted in the CG district.
- (8) City staff recommends the parcels be zoned Commercial General as requested, contingent upon annexation into the City of Florence. This recommendation is based on the current use and the character of the surrounding area.

**V. OPTIONS:**

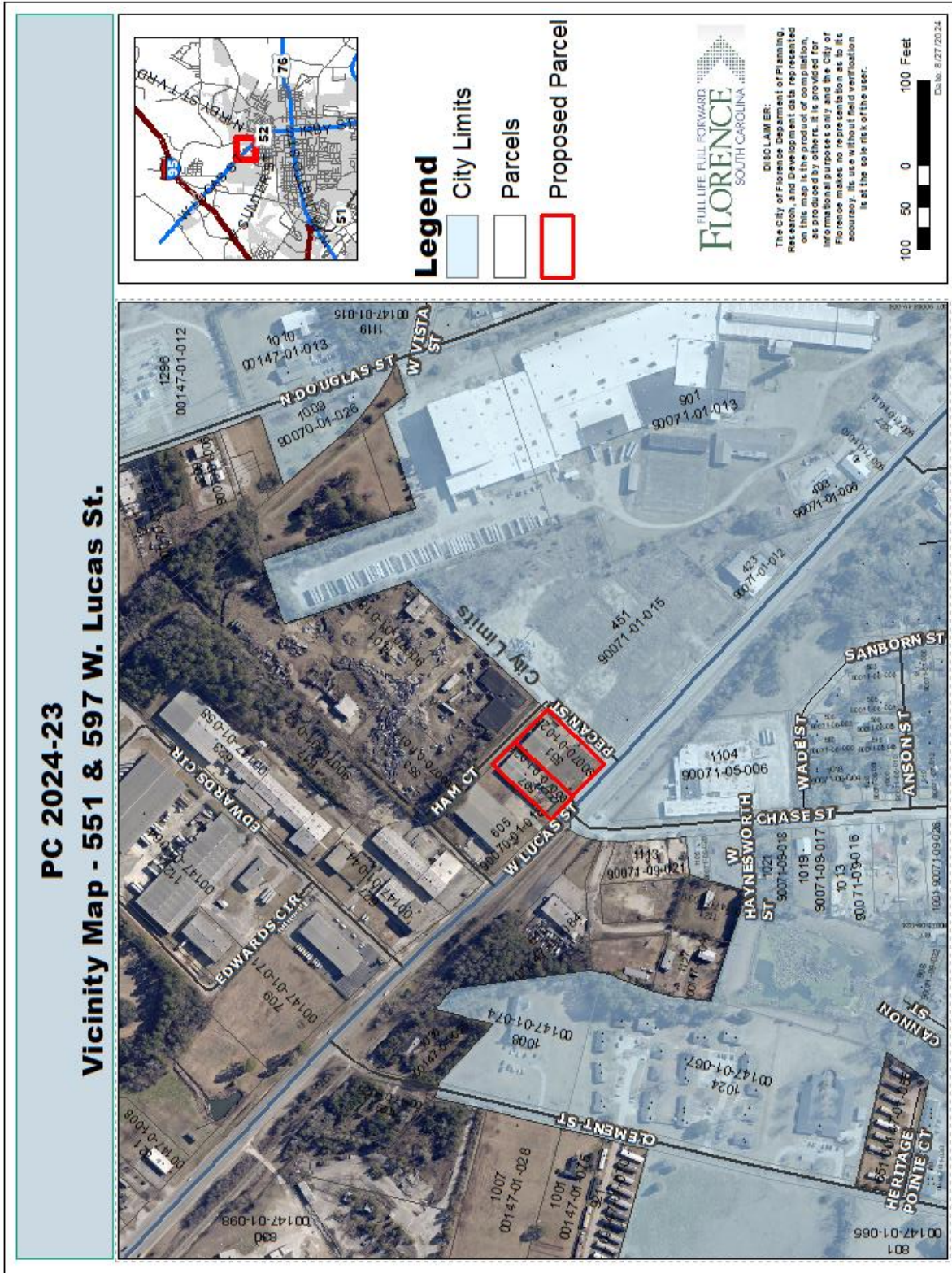
Planning Commission may:

- (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.

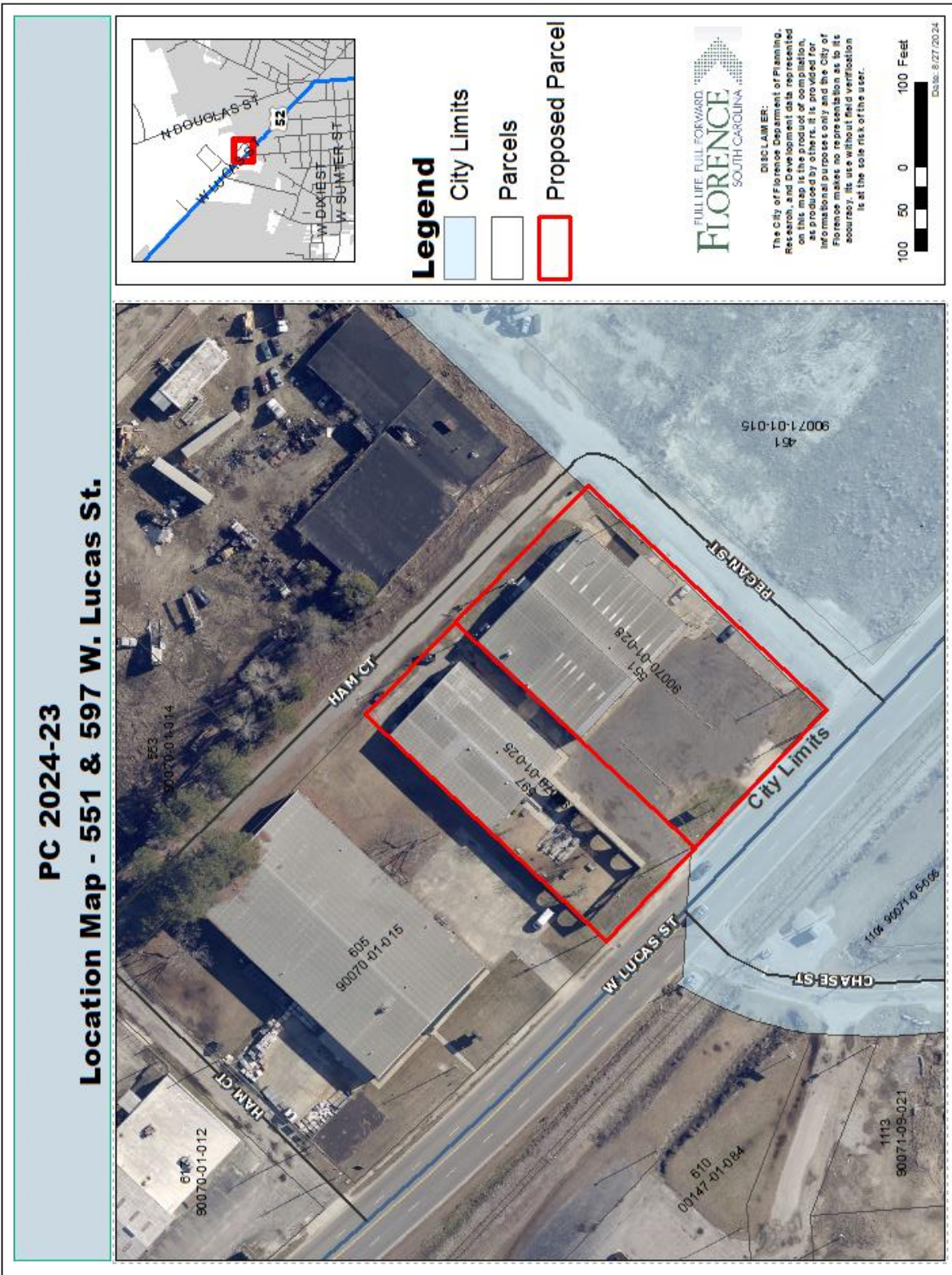
**VI. ATTACHMENTS:**

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

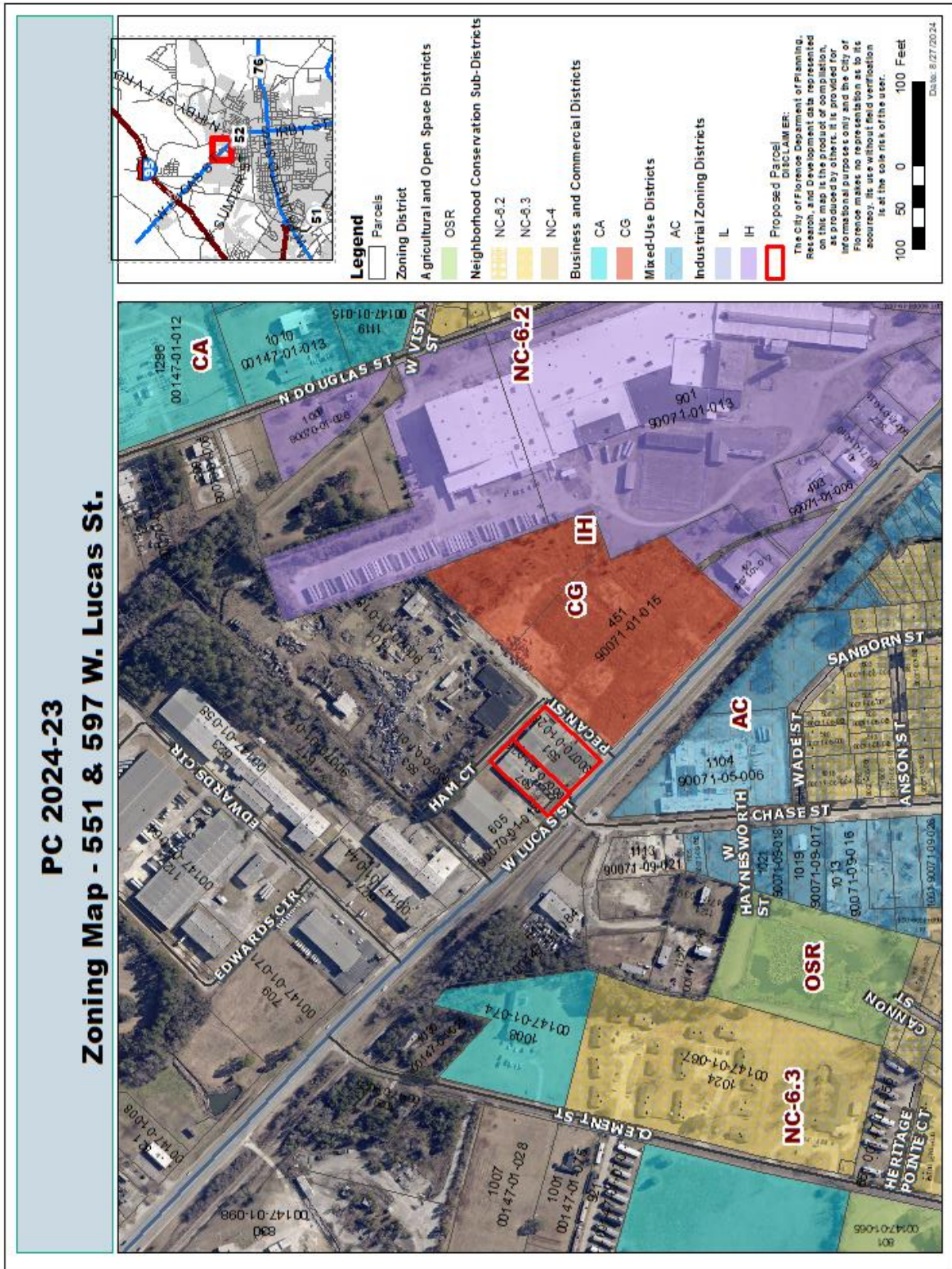
Attachment A: Vicinity Map



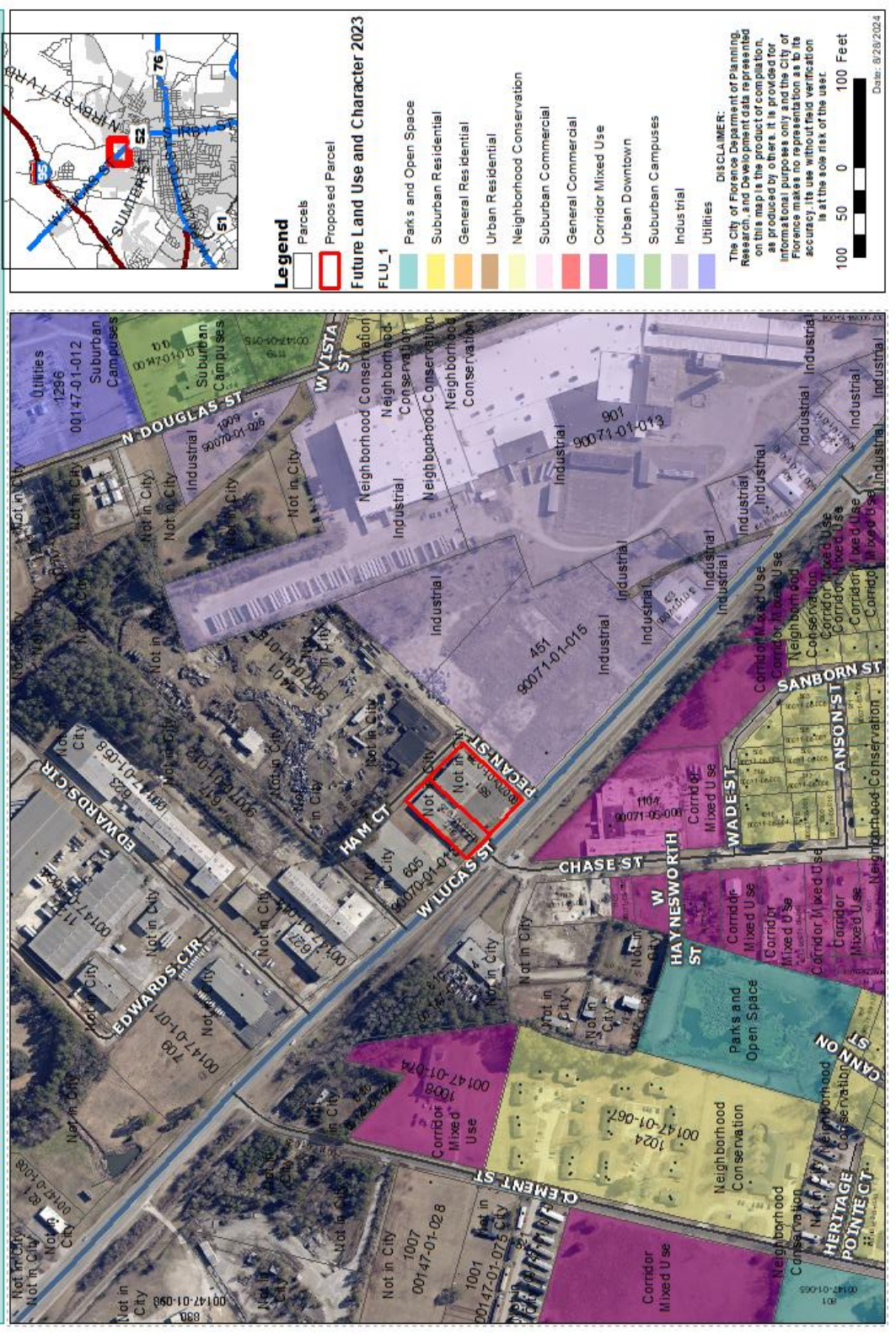
Attachment B: Location Map



Attachment C: Zoning Map



**PC 2024-23  
Future Land Use Map - 551 & 597 W. Lucas St.**



Attachment E: Site Photos

