



**CITY OF FLORENCE PLANNING COMMISSION
CITY CENTER – COUNCIL CHAMBERS
324 WEST EVANS STREET, FLORENCE, SC
TUESDAY, JANUARY 13, 2026 – 6:00 P.M.
REGULAR MEETING AGENDA**

- I. Call to Order**
- II. Invocation and Pledge of Allegiance**
- III. Approval of Minutes** Regular meeting on December 9, 2025
- IV. Public Hearing and Matter in Position for Action**

PC-2026-01 Proposed amendment to the New Ebenezer Church Planned Development District to address signage at 312 South Ravenel Street, identified as Florence County Tax Map Number 90103-03-001.
- V. Public Hearing and Matter in Position for Action**

PC-2026-02 Request to zone RU, pending annexation, the parcel located at 2916 West Palmetto Street, identified as Florence County Tax Map Number 00100-01-031.
- VI. Public Hearing and Matter in Position for Action**

PC-2026-03 Proposed text amendments to the City of Florence *Unified Development Ordinance* regarding itinerant vendor sales, mobile services, and temporary use permits.
- VII. Public Hearing and Matter in Position for Action**

PC-2026-04 Proposed text amendments to the City of Florence *Unified Development Ordinance* regarding in-home childcare facilities.
- VIII. Matter in Position for Action**

PC-2026-05 Request for sketch plan review of West Haven Townhomes, to be located at 2916 West Palmetto Street, identified as Florence County Tax Map Number 00100-01-031.
- IX. Adjournment** Next regular meeting is scheduled for February 10, 2026.

**CITY OF FLORENCE, SOUTH CAROLINA PLANNING COMMISSION
DECEMBER 9, 2025 MINUTES**

MEMBERS PRESENT: Charlie Abbott, Drew Chaplin, Jerry Keith, Jr., Bryant Moses, Xavier Sams, and Michael Valrie

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 6:01 p.m.

INVOCATION & PLEDGE: Chairman Chaplin asked Mr. Moses to provide the invocation, which he did. He then led everyone in the Pledge of Allegiance.

APPROVAL OF MINUTES: Chairman Chaplin asked Commissioners if any changes needed to be made to the November 4, 2025 meeting minutes. There being no changes or discussion, Mr. Moses moved to approve the minutes, Mr. Valrie seconded, and the motion passed unanimously (6-0).

APPROVAL OF 2026 PLANNING COMMISSION MEETING DATES: Chairman Chaplin introduced the meeting dates for 2026, which fall on the second Tuesday of each month. There being no changes or discussion, Mr. Moses moved to approve the calendar, Mr. Valrie seconded, and the motion passed unanimously (6-0).

MATTER IN POSITION FOR ACTION:

PC-2025-42 Request for sketch plan review of the Cypress Pointe II subdivision, identified as Florence County Tax Map Number 90020-02-001.

Chairman Chaplin read the introduction to PC-2025-42, then asked Mr. Johnston for the staff report as submitted to Planning Commission.

There being no questions for staff and no public hearing, Chairman Chaplin called for discussion or a motion. Mr. Keith moved to approve the request as submitted; Mr. Valrie seconded, and the motion passed unanimously (6-0).

ADJOURNMENT: There being no other business, Chairman Chaplin called for a motion to adjourn. Mr. Moses moved to adjourn, Mr. Valrie seconded, and the motion passed unanimously. Chairman Chaplin adjourned the meeting at 6:06 p.m. The next regular meeting is scheduled for January 13, 2026.

Respectfully submitted,

Alane Zlotnicki, AICP
Senior Planner

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE PLANNING COMMISSION
JANUARY 13, 2026**

AGENDA ITEM: PC-2026-01 Proposed amendment to the New Ebenezer Church Planned Development District to address signage at 312 South Ravenel Street, identified as Florence County Tax Map Number 90103-03-001.

I. IDENTIFYING DATA:

Owner	Tax Map Number
New Ebenezer Baptist Church	90103-03-001

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for public hearing and recommendation to City Council. The rezoning to a Planned Development District was reviewed by the Florence County and Municipal Planning Commission on November 27, 2007. Florence City Council approved the rezoning on January 14, 2008.

III. GENERAL BACKGROUND DATA:

Current Zoning:	Planned Development
Current Use:	New Ebenezer Baptist Church
Proposed Use:	Monument sign identifying New Ebenezer Baptist Church

IV. POINTS TO CONSIDER:

- (1) The 2.53 acre parcel is owned by New Ebenezer Baptist Church. There is a large fellowship building on the south end of the parcel along East Pine Street. The vacant north half of the lot fronts on East Palmetto Street and is used for overflow parking.
- (2) In 2007, the lots owned by the church were rezoned to PD, Planned Development. The conditions for development of the lots were laid out at that time, including specific regulations for signage (Attachment E).
- (3) The church wants to install a monument sign along East Palmetto Street to identify itself, but at 36.65 square feet in area, the sign proposed is larger than that permitted by the conditions of the PD ordinance, which is 24 square feet (Attachment G).
- (4) The church is requesting to amend the conditions of the PD ordinance to use Activity Center standards for signage, which includes a maximum area of 80 square feet. This standard enables them to use the sign they have proposed (Attachment F). While more appropriate zoning for a

church would be Campus, the Campus zoning district sign standards do not permit a large enough sign to accommodate the applicants' request because that maximum is 32 square feet.

- (5) Land uses of adjacent properties include commercial and medical offices. The adjacent parcels in the City are zoned Commercial General and Planned Development.
- (6) City staff recommends the amendment to the PD ordinance due to the character of the area being suitable to AC signage standards.

V. OPTIONS:

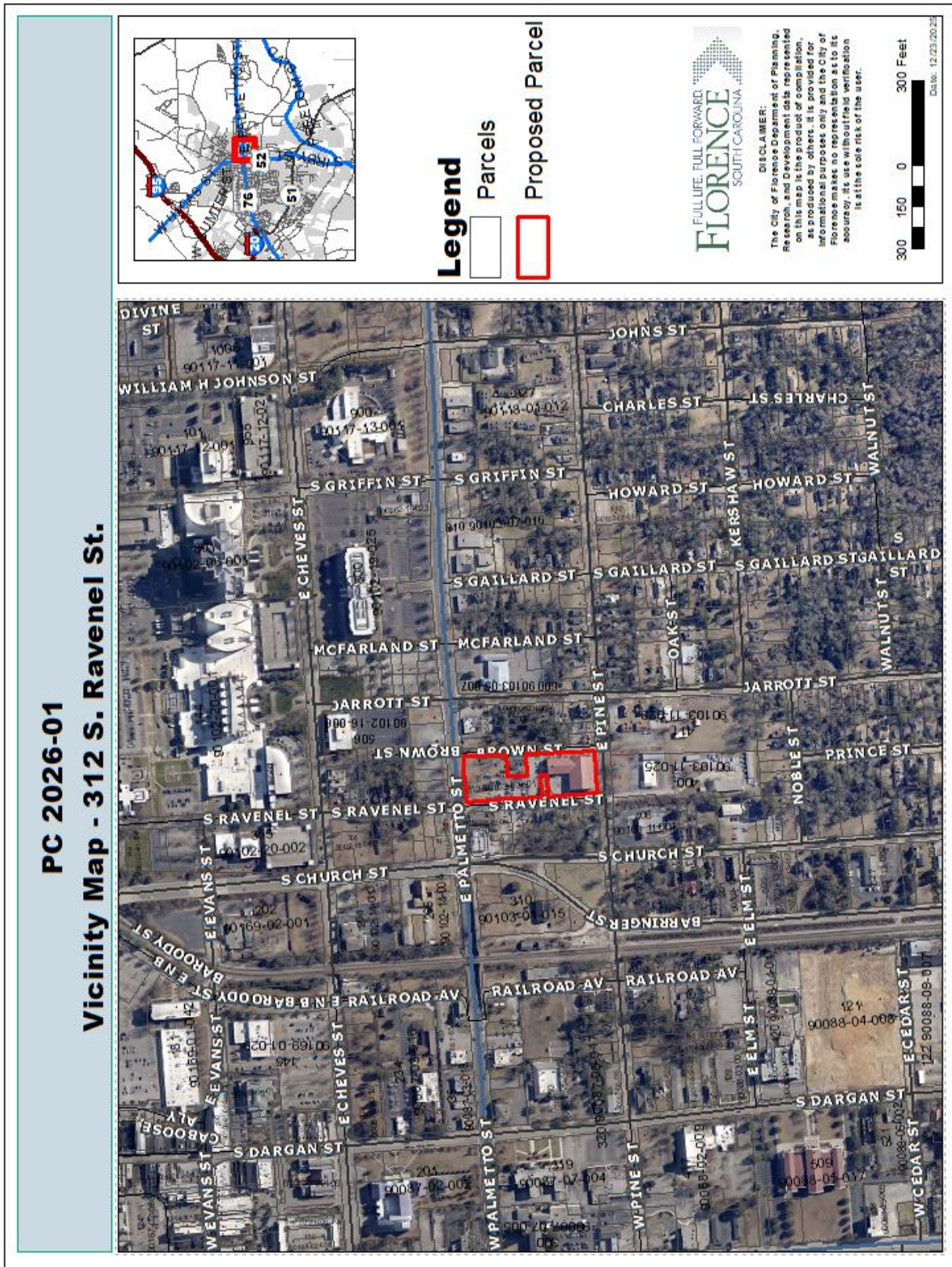
Planning Commission may:

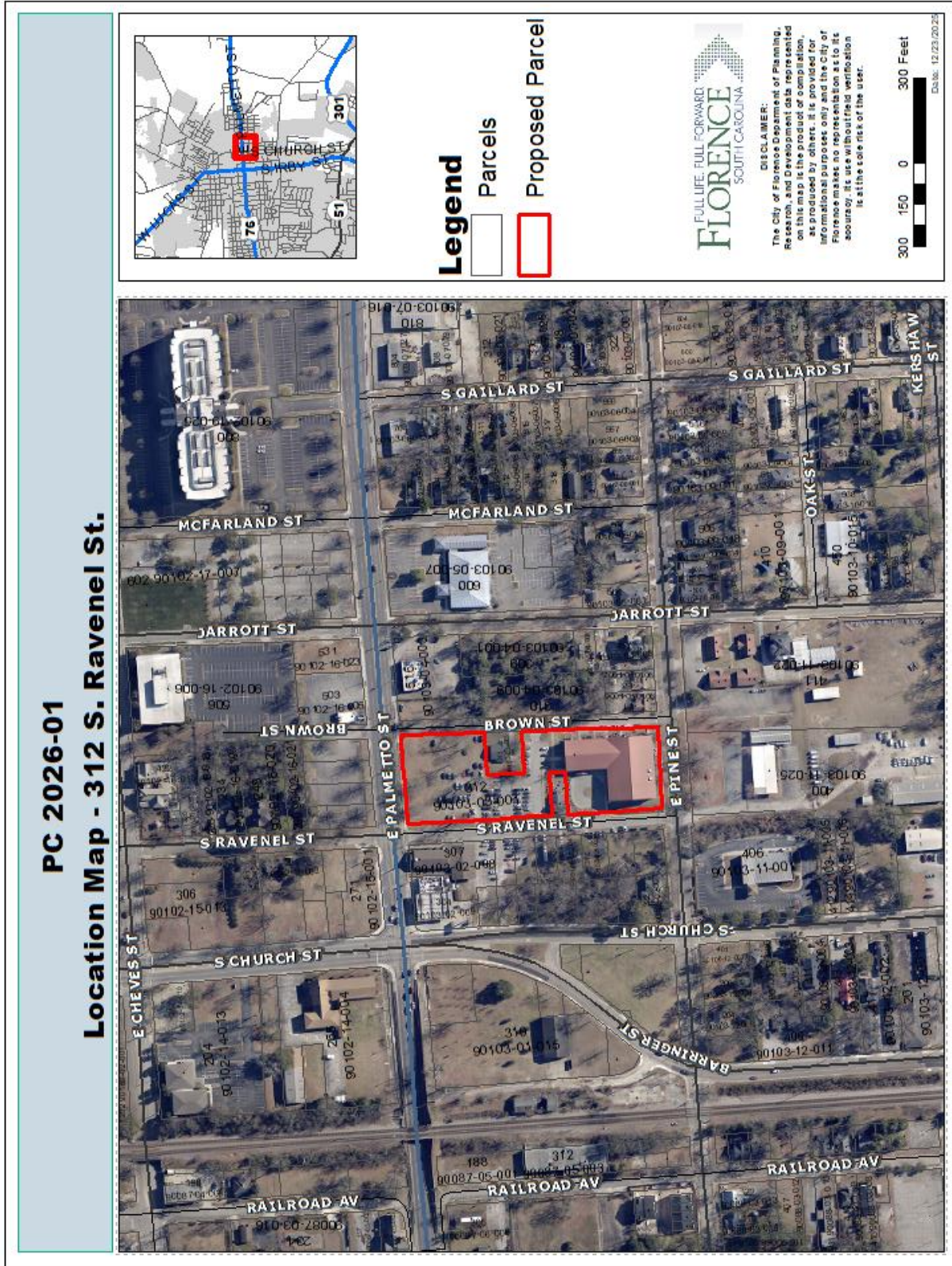
- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

VI. ATTACHMENTS:

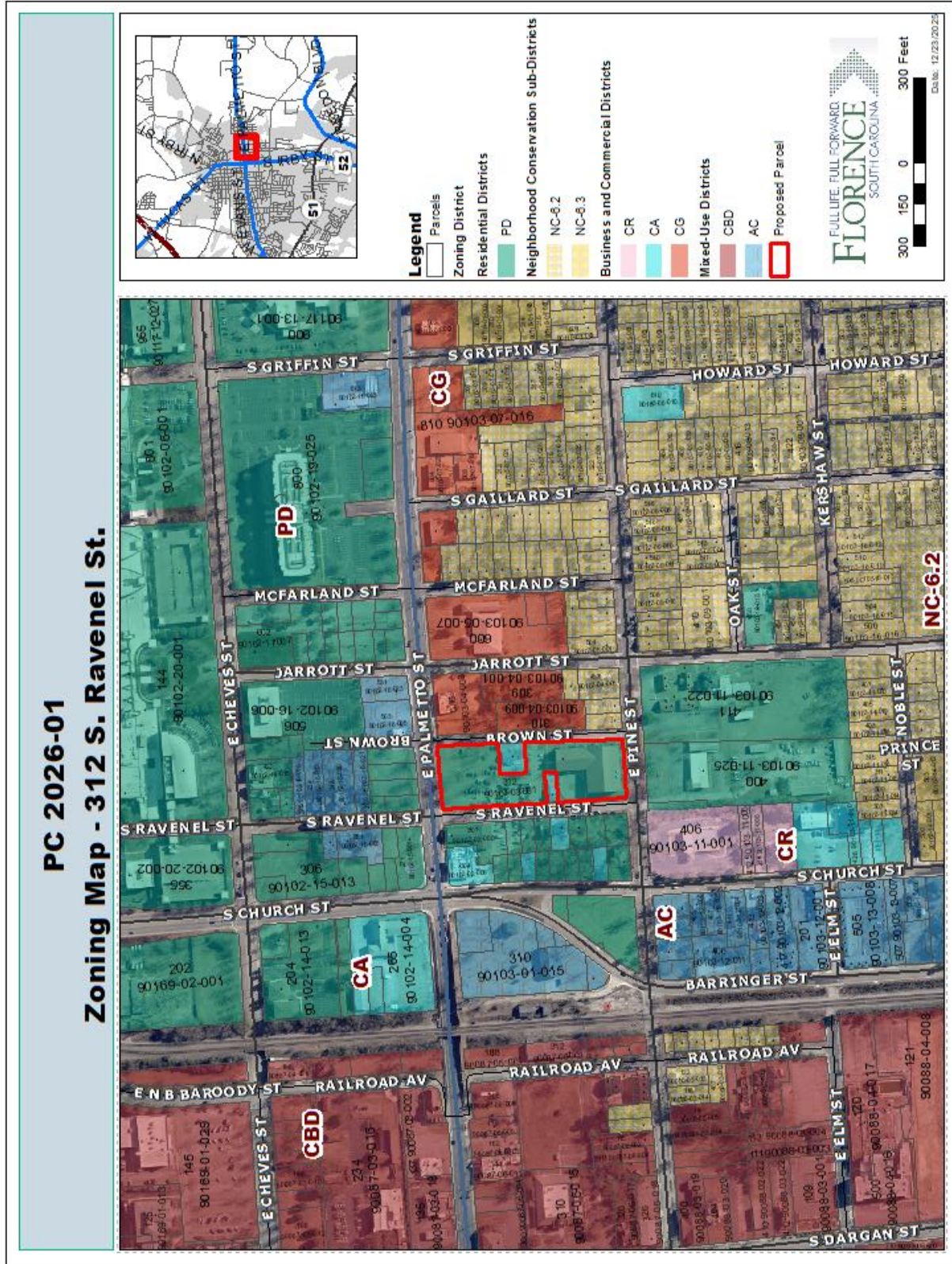
- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Ordinance 2008-02
- F) Activity Center Sign Standards
- G) Monument Sign Rendering
- H) Site Plan
- I) Site Photo

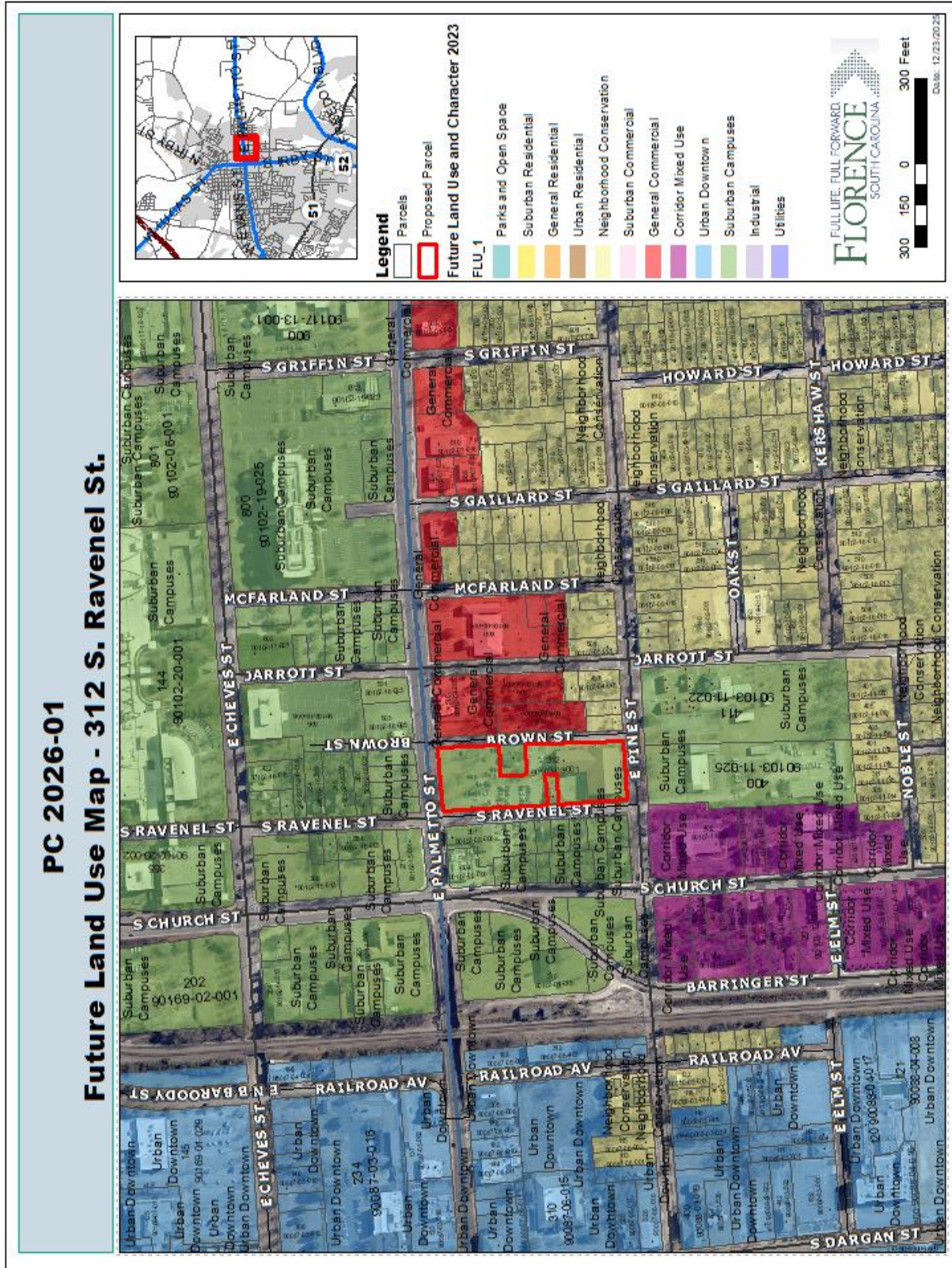
Attachment A: Vicinity Map





Attachment C: Zoning Map





II. The Planned Development rezoning shall be with the following conditions:

Allowed Uses (NAICS):

Church (813110)
Day Care (624410)

Setback Requirements:

Existing Structure:
1 foot Front Setback
0 foot Side Setback
42 foot Rear Setback

All New Structures:

Minimum 5 Feet Front Setback
Minimum 15 feet Side Setback
Minimum 30 feet Rear Setback

Signs

Site entrance: 5 feet tall by 8 feet wide with a display surface area of 8 feet by 3 feet or 24 feet square.

Building ID: 6 feet 8 inches tall by 2 feet 4 inches wide with a display surface area of 4 feet 8 inches by 2 feet 4 inches or 9 feet 8 inches square.


Directional: 3 feet tall by 3 feet wide with a display surface area of 4 feet 6 inches square.

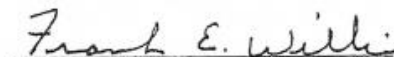
III. Said property being officially rezoned to the classification Planned Development (PD), the official zoning map of the City of Florence is so amended to reflect said change.

2. That this Ordinance shall become effective upon its approval and adoption this 14th day of January, 2008 by the City Council of the City of Florence and posting of this amendment in the official Zoning Atlas.

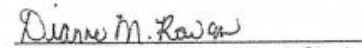
ADOPTED THIS 14th DAY OF January, 2008

Approved as to form:


James W. Peterson, Jr., City Attorney


Frank E. Willis, Mayor

Attest:


Dianne Rowan, Municipal Clerk

ADOPTED ON FIRST READING AT A MEETING OF
THE COUNCIL OF THE CITY OF FLORENCE, S. C.
ON 12-10-07
2ND 1-14-08
3RD _____
4TH _____
5TH _____
6TH _____
7TH _____
8TH _____
9TH _____
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23RD _____
24TH _____
25TH _____
26TH _____
27TH _____
28TH _____
29TH _____
30TH _____
31ST _____
COPY MAILED TO P. McDaniel, A. Thomas
ON _____

Freestanding sign maximum area: 24 square feet

Freestanding sign maximum height: 5 feet

Attachment F: Activity Center Sign Standards

Table 5-17.2.1B Regulation of Signs By Type, Characteristics, and Zoning Districts						
Sign Characteristic By Type	All Residential Zones	INS (1)	CR	CA/DS	CG	CBD/AC
FREE-STANDING SIGNS						
Number Permitted Per lot (E)						
Billboards	N	N	N	N	NA	N
Other (I)	1(A)	2	1	1	1	1
Per Feet of St. Frontage						
Billboards	N	N	N	N	1:1,200	N
Other	NA	(K)	NA	NA	(D)	NA
Maximum Sign Area (s.f.)						
Billboards	NA	NA	NA	NA	(F)	NA
Other	20	(L)	20	32	3 sf. per each ft. st. frontage (G)	80
Minimum Setback from Property Line						
Billboards	NA	NA	NA	NA	10'	NA
Other	5'	5'	5'	5'	5'	0'
Maximum Height	12'	12'	12'	24'	(H)	24'
BUILDING SIGNS						
Number Permitted (J)	1	2	1	2	2	2
Maximum Sign Area (s.f.)	4	90 (L)	12	NA	NA	NA
Maximum Wall Area (J)	NA	20%	NA	25%	25%	25%

Freestanding sign maximum area: 80 square feet

Freestanding sign maximum height: 24 feet

Attachment G: Monument Sign Rendering

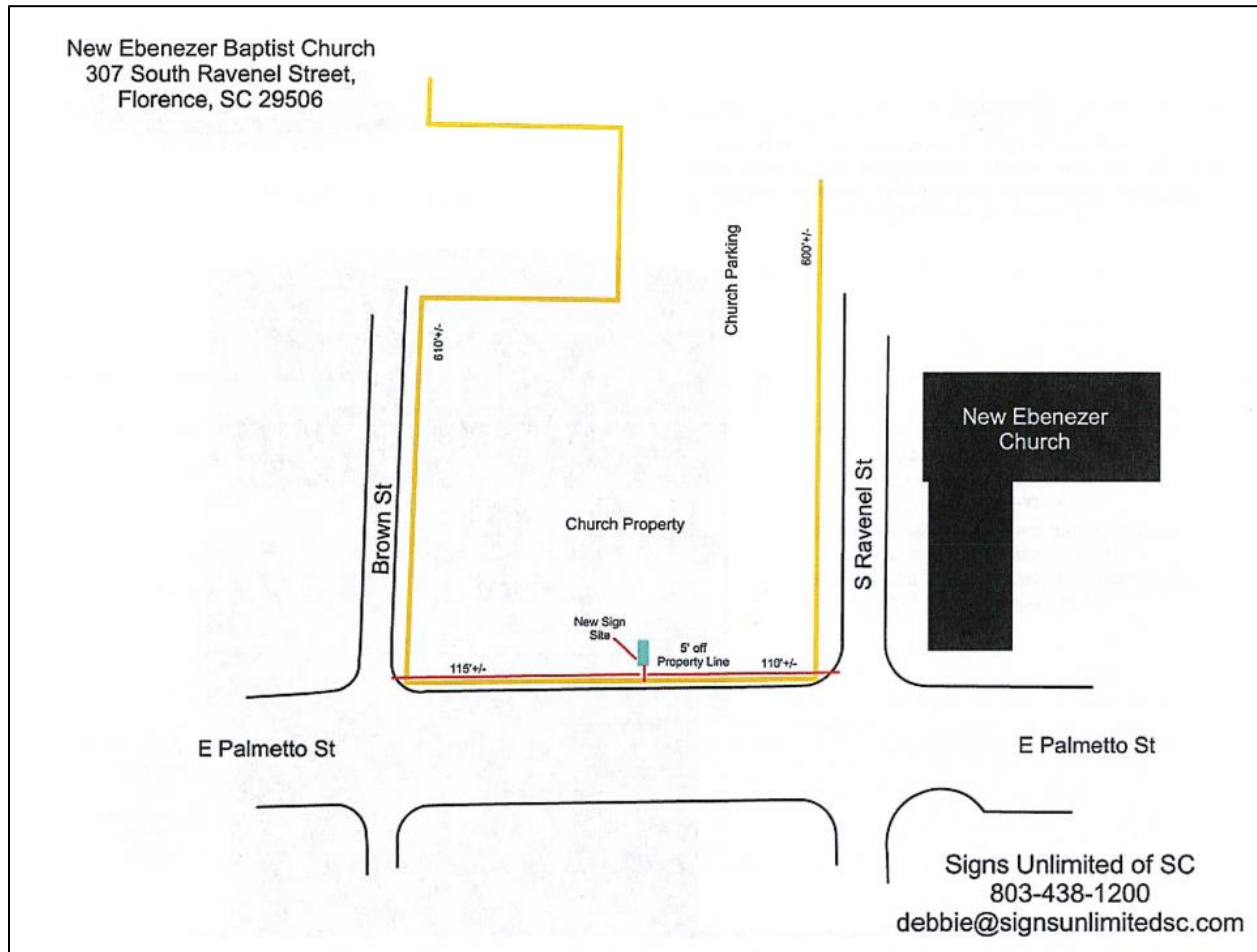


Freestanding sign face area: 36.65 square feet

Total sign area: 73.3 square feet

Freestanding sign height: 10 feet 1 inch

Attachment H: Site Plan



Attachment I: Site Photos



**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE PLANNING COMMISSION
JANUARY 13, 2026**

AGENDA ITEM: PC-2026-02 Request to zone RU, pending annexation, the lot located at 2916 West Palmetto Street, identified as Florence County Tax Map Number 00100-01-031.

I. IDENTIFYING DATA:

Owner	Tax Map Number
Global Investors LLC	00100-01-031

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for public hearing and recommendation of zoning designation to City Council. It has not been considered, nor has any previous action been taken, by the Planning Commission. The sketch plan for the townhouse development intended for the parcel is being reviewed by the Planning Commission concurrently.

III. GENERAL BACKGROUND DATA:

Current Zoning:	R-3A (Florence County)
Proposed Zoning:	Residential Urban (RU)
Current Use:	Vacant land
Proposed Use:	Town Houses

IV. POINTS TO CONSIDER:

- (1) The 11.67 acre parcel is west of Celebration Boulevard on the south side of West Palmetto Street. The County has it zoned R-3A which permits single family detached houses on small lots.
- (2) The proposed zoning, pending annexation, is Residential Urban (RU) . This district is intended to provide for a variety of residential housing and neighborhood types with an urban character. Everything from single family detached to multi-family is permitted in this district.
- (3) The only uses that may be developed under the proposed zoning, per the City of Florence *Unified Development Ordinance*, are those permitted in the RU zoning district. The property will be subject to the City of Florence codes and regulations.
- (4) Land use of adjacent properties is multi-family residential and commercial. The adjacent parcels in the City are zoned Commercial General; those in the County are unzoned.
- (5) Future Land Use of adjacent single-family properties is General Commercial.

- (6) City water and sewer services are available.
- (7) The owner intends to develop a townhouse development on the site.
- (8) City staff recommends the zoning designation due to the existing zoning and character of the area and its proposed use for a townhouse development.

V. OPTIONS:

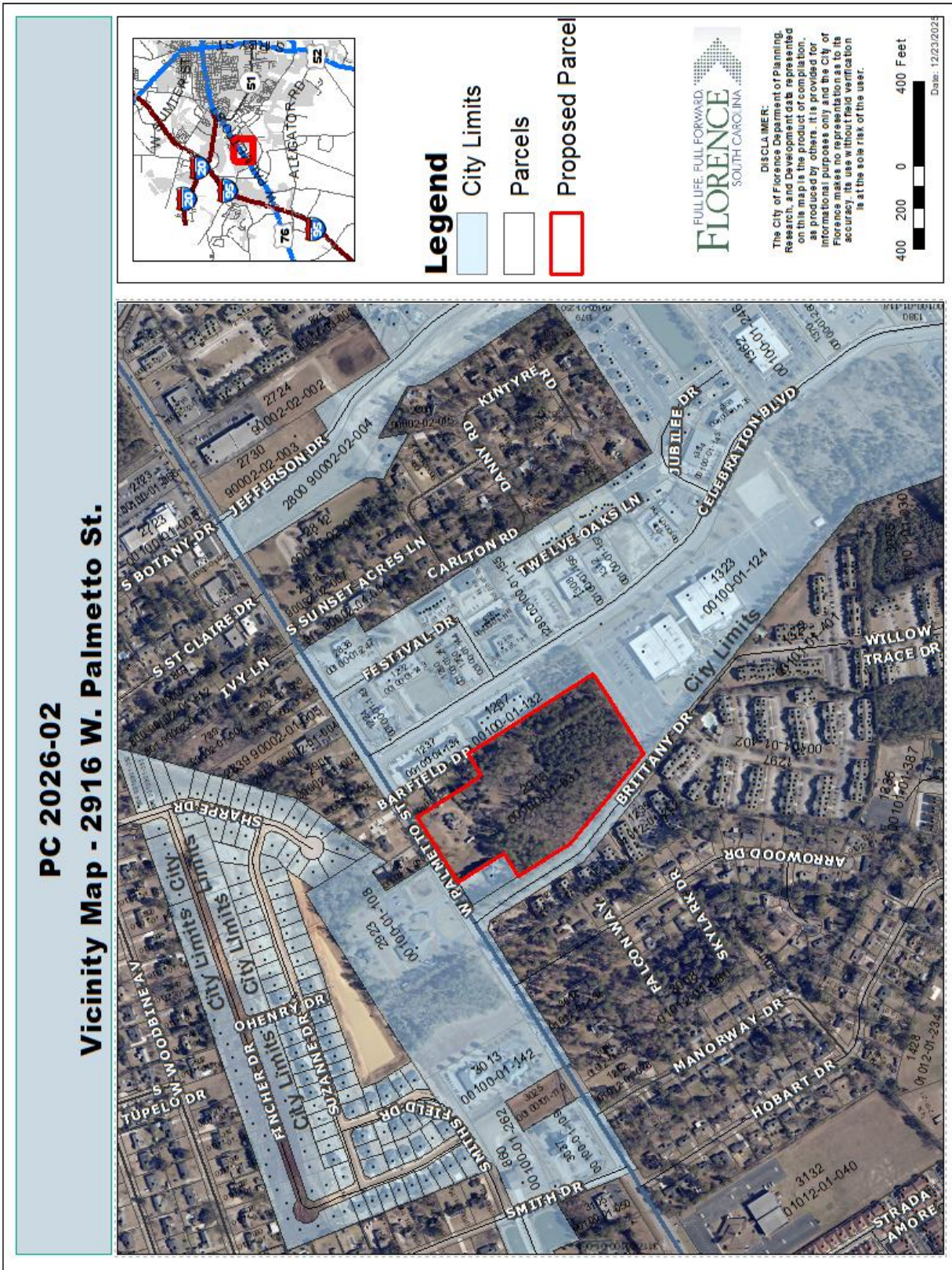
Planning Commission may:

- (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.

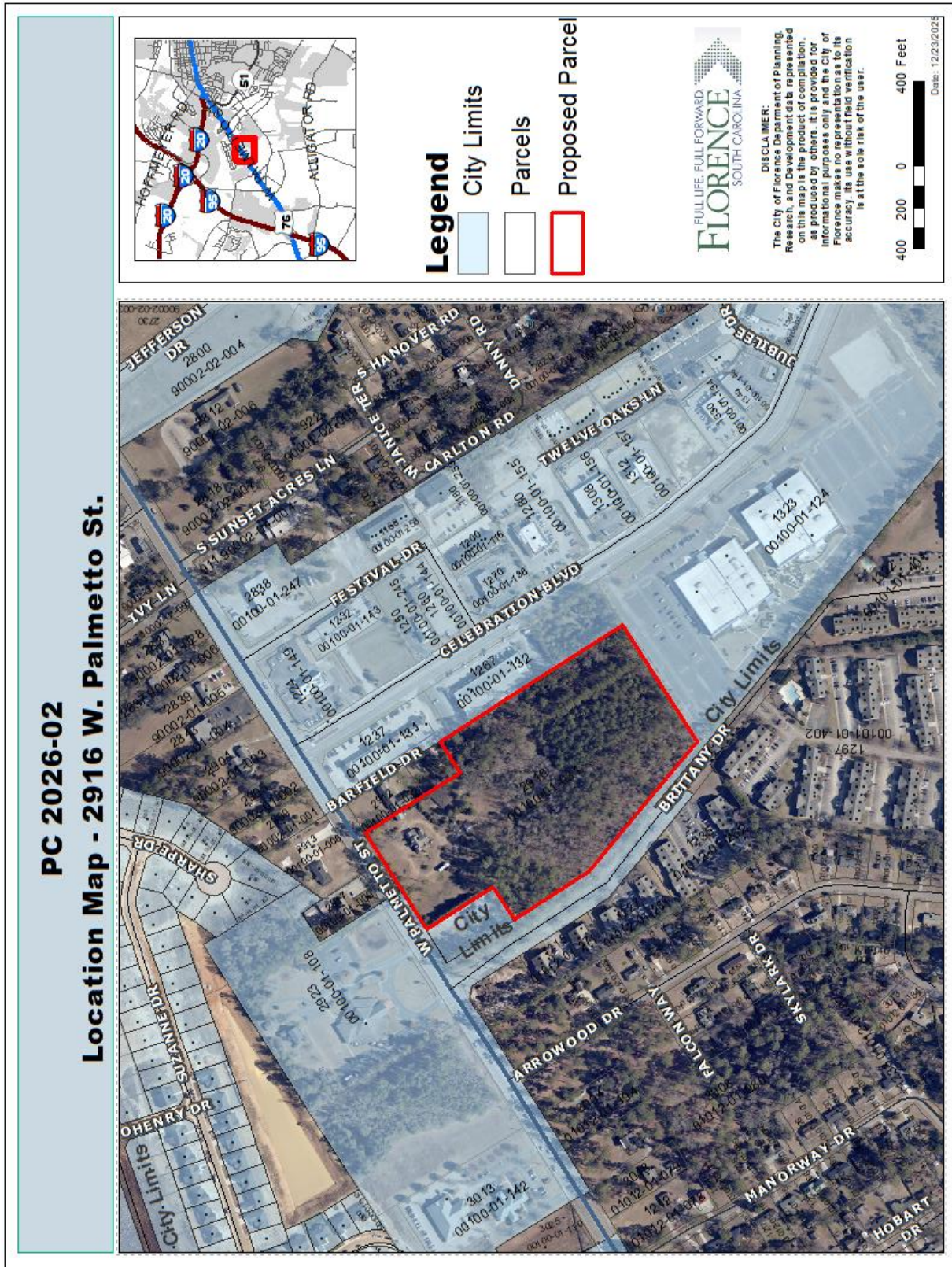
VI. ATTACHMENTS:

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

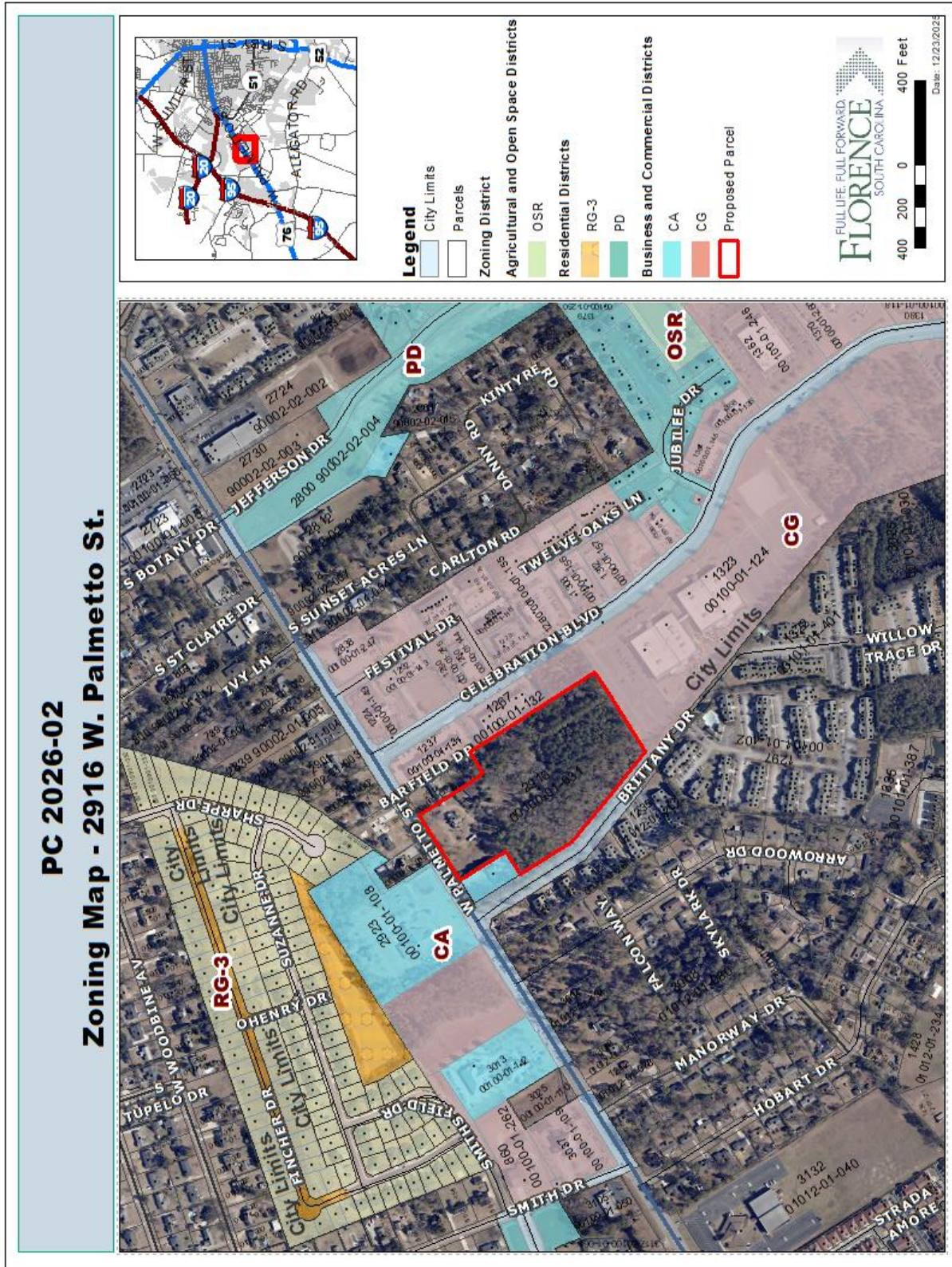
Attachment A: Vicinity Map



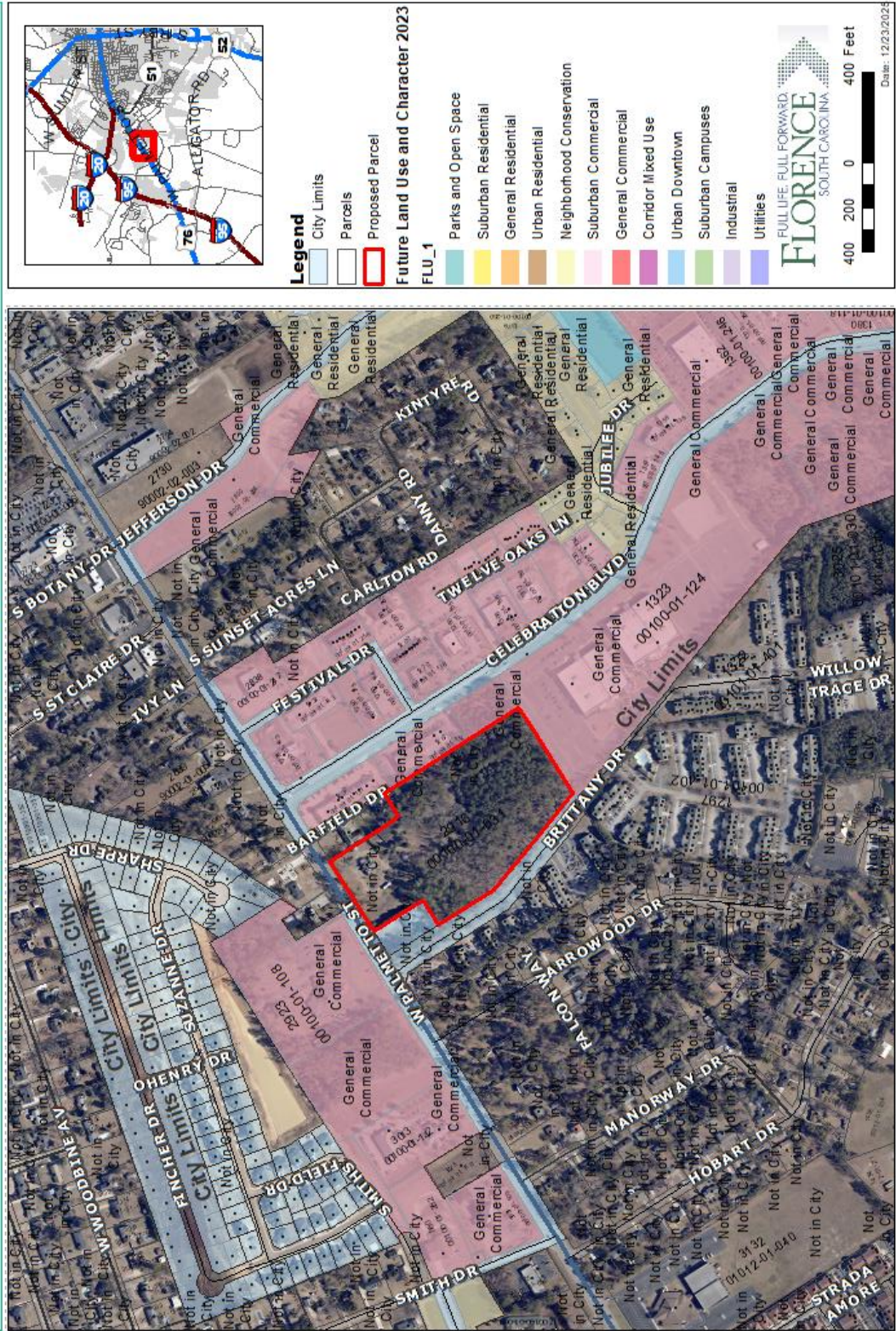
Attachment B: Location Map



Attachment C: Zoning Map



PC 2026-02
Future Land Use Map - 2916 W. Palmetto St.



Attachment E: Site Photos



**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE PLANNING COMMISSION
JANUARY 13, 2026**

AGENDA ITEM: PC-2026-03 Proposed text amendments to the City of Florence *Unified Development Ordinance* regarding itinerant vendor sales, mobile services, and temporary use permits.

I. ISSUES UNDER CONSIDERATION:

1. An amendment to the *Unified Development Ordinance* to address itinerant vendors and mobile services as distinct from mobile food vendors.
2. An amendment to the *Unified Development Ordinance* to remove the requirement of Planning Commission review for temporary use permits.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for recommendation to City Council. It has not previously been addressed by Planning Commission.

III. POINTS TO CONSIDER:

- (1) Itinerant Vendor Sales are referenced in the definitions but permitting guidelines are not provided in the text.
- (2) Mobile Service providers are not referenced in the *Unified Development Ordinance*, but guidance is needed for their regulation.
- (3) Temporary sales, events, and construction uses are currently required to be approved by Planning Commission prior to their establishment.
- (4) Table 1-2.7.4 “Commercial Uses”, Section 1-2.8.4 “Commercial Use Standards”, and Division 7-25.2 “Definitions” of the City of Florence *Unified Development Ordinance* require amendments to include Itinerant Vendor Sales And Mobile Services.
- (5) Table 6-21.1.3 “Public Meeting Approvals” requires that certain Temporary Special Events, Temporary Commercial Sales Uses, and Temporary Construction Uses and Buildings obtain approval from the Planning Commission for each occurrence.
- (6) An administrative permit is more appropriate for these temporary uses than requiring Planning Commission review each time.

IV. OPTIONS:

Planning Commission may:

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

IV. ATTACHMENTS:

- A. Table 1-2.7.4 “Commercial Uses” and Table 1-2.9.3 “Standards for Temporary Commercial Sales Events”
- B. Section 1-2.8.4 “Commercial Use Standards”
- C. Table 6-21.1.2 “Administrative Permits”, Table 6-21.1.3 “Public Meeting Approvals” and Section 6-21.7.1 “Temporary Use Permit”
- D. Division 7-25.2 “Definitions”

Deletions are crossed out in ~~red~~; additions are highlighted.

Attachment A: Table 1-2.7.4 “Commercial Uses”

Table 1-2.7.4 Commercial Uses																
Land Use	Zoning Districts															
	Residential					Business & Commercial			Mixed-Use			Industrial		Agricultural & Open Space		
	RE	RS	RG	RU	NC	CR	CA	CG	CBD	AC	DS	IL	IH	OSR	AR	
Commercial Uses																
Mobile Food Vendor	-	-	-	-	-	-	C	C	C	C	C	C	C	C	-	-
Itinerant Vendor Sales	-	-	-	-	-	C	C	C	C	C	C	-	-	-	-	-
Mobile Services	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
RE (Estate Residential), RS (Suburban Residential), RG (General Residential), RU (Urban Residential), NC (Neighborhood Conservation), CR (Commercial Re-use), CA (Campus), CG (Commercial General), CBD (Central Business District), AC (Activity Center), DS (Destination / Select Use), IL (Light Industrial), IH (Heavy Industrial), OSR (Open Space & Recreation), AR (Agriculture / Rural), P (Permitted), C (Conditional), SE (Permitted Special Exception Use), – (Prohibited Use), B (subscript, Special site and Building Development Standards)																

Table 1-2.9.3 Standards for Temporary Commercial Sales Events			
Performance Standard	Class of Temporary Commercial Sales Use		
	Class A	Class B	Class C
Location and General Site Requirements			
Locations where event is allowed	Only in the CR, CA, CG, CBD, AC, and DS zoning districts	On all parcels developed with nonresidential uses that meet requirements of this table.	Only in the CR, CA, CG, CBD, AC, DS, IL, and IH zoning districts
General site requirements	No site shall be used for a temporary commercial sale if it does not comply with the requirements set out in Division 4-11.3, Sight Clearance .		
Frequency and Duration of Event			
Frequency and duration event	No more than 10 days in any 30 day period.	No more than 30 days in any 60 day period.	N/A
Buildings and Structures			
Height and design	No higher than 25 feet. Tents and canopies shall not be used as signs.		No more than 12 feet in height or 100 feet in floor area.
Spacing and setbacks	Set back the greater of: 15 ft or the width of required buffers from all property lines; or 25 ft from the back of the curb (or, if no curb is present, the edge of pavement). Spaced from permanent buildings by at least 10 ft.		
Access, Circulation, and Parking			
Required access	From a collector or arterial street.	From a collector or arterial street; access to seasonal holiday-related sales may also be from a minor street.	N/A
Traffic control	The street from which access is taken must have capacity to serve the event.		
Circulation	Safe on-site vehicular and pedestrian circulation shall be provided, including: (1) minimizing vehicular-pedestrian conflicts; (2) providing appropriate directional signage; (3) ensuring efficient access by emergency vehicles; and (4) maintaining full access to permanent uses on-site if they are operating during the temporary event, or emergency access to permanent uses on site if they are not operating during the temporary event.		
Motor vehicle parking spaces	Four parking spaces shall be provided for each 1,000 sf. of area allocated to the temporary commercial sales use. Shall not be allowed if the available parking does not meet the requirements for the operational permanent uses on the site, plus the proposed temporary commercial sales use.	Shall not occupy or block parking spaces needed to achieve compliance with this requirement.	N/A
Motor vehicle parking design and location	All parking shall be provided on-site.		N/A
Operations			
Noise controls	Noise shall be controlled so that the noise level at the nearest residential property line does not exceed 50 db after 10:00 p.m.		

Sanitation	Employees of the use shall have access to sanitary facilities.	Restrooms shall be provided on-site for employees and customers. Waste containers shall be provided for customers.
Security	The applicant shall demonstrate that adequate security is provided for the proposed temporary use.	
Site Restoration / Cleanup		
Site restoration / cleanup	The site of the temporary event and the abutting right-of-way shall be cleared of all litter and debris from the event, including temporary signage, not more than one day after the last day of the event.	Food wastes, including grease, shall not be disposed of on the ground or into storm drains.
TABLE NOTES: CR (Commercial Re-use), CA (Campus), CG (Commercial General), CBD (Central Business District), AC (Activity Center), DS (Destination / Select Use), IL (Light Industrial), IH (Heavy Industrial)		

Attachment B: Section 1-2.8.4 “Commercial Use Standards”

Amend Sec. 1-2.8.4 Commercial Use Standards to add Itinerant Vendor Sales:

Itinerant Vendor Sales are permitted to operate as temporary sales uses within the CR, CA, CG, CBD, AC, CA, and DS zoning districts if it is demonstrated that:

1. The standards for Class A Temporary Commercial Sales Events in Table 1-2.9.3 are observed.
2. A zoning compliance certificate is required prior to attaining the business license.
3. The itinerant vendor shall have the written approval of the property owner or authorized leaseholder of the property.
4. The itinerant vendor shall not locate on a property with a residential use.
5. Itinerant vendor sales may not operate after dark.
6. No signage shall be allowed other than signs permanently attached to the motor vehicle or cart and a portable sign no more than six (6) square feet in a display area on the ground in the customer area. Animated or scrolling signs shall not be allowed. Illuminated signs are not permitted.
7. The itinerant vendor will be operated in accordance with all other applicable provisions of this Unified Development Ordinance, the City's Code of Ordinances, the City's Fire Code and Policies, as well as applicable Federal and State requirements.

Attachment C: Table 6-21.1.2 “Administrative Permits”, Table 6-21.1.3 “Public Meeting Approvals” and Section 6-21.7.1 “Temporary Use Permit”

Table 6-21.1.2 Administrative Permits					
Permit	Required For	Timing	Exceptions	Issued By	Standards ¹
Use Permits					
Certificate of Zoning Compliance	New land uses and changes in land use	Prior to establishment of a permitted use	None	Director	Division 1-2.7 , Land Uses lists the permitted uses.
Certificate of Zoning Compliance - Conditional Use	New conditional uses and changes in use to a conditional use	Prior to establishment of conditional use	None	Director	Division 1-2.7 , Land Uses lists the conditional uses. The conditional use standards are provided in Division 1-2.8 , Conditional and Permitted Special Exception Use Standards.
Temporary Use Permit	Required for small Class “A” and Class “B” Temporary Special Events, Class “B” Temporary Commercial Sales Uses, and Class “B” Temporary Construction Uses and Buildings as set out in Division 1-2.9, Temporary Uses. Required for all Temporary Special Events, Temporary Commercial Sales Uses, and Temporary Construction Uses and Buildings as set out in Division 1-2.9 , Temporary Uses.	Prior to installation of temporary buildings or structures or establishment of a temporary use or event, whichever comes first.	None	Director	See Division 1-2.9 , Temporary Uses; Section 6-21.3.1 , Submittal Requirements; and Section 6-21.6.3 , Temporary Use Permit.

Remove “Temporary Use Permit” from Table 6-21.1.3 and delete Section 6-21.7.1.

Table 6-21.1.3 Public Meeting Approvals					
Permit	Required For	Timing	Exceptions	Issued By	Standards ¹
NO PUBLIC HEARING REQUIRED					
Use Permits					
Temporary Use Permit	Required for Large Class “A” Temporary Special Events, Class “A” Temporary Commercial Sales Uses, and Class “A” Temporary Construction Uses and Buildings as set out in Division 1-2.9, Temporary Uses.	Prior to installation of temporary buildings or structures or establishment of a temporary use or event, whichever comes first.	None	Planning Commission	See Division 1-2.9, Temporary Uses; Section 6-21.4.1, Submittal Requirements; and Section 6-21.7.1, Temporary Use Permit.

~~Sec. 6-21.7.1 Temporary Use Permit~~

- ~~A. **Generally.** Large Class “A” Temporary Special Events, Class “A” Temporary Commercial Sales Uses, and Class “A” Temporary Construction Uses and Buildings require public meeting approval as a precondition to establishment of temporary events, uses, and buildings as set out in Division 1-2.9, Temporary Uses.~~
- ~~B. **Procedure.** Applications for temporary use permits requiring public meeting approval are processed according to the sequential steps set out in Section 6-21.5.2, Pre Application Conference, through Section 6-21.5.10, Public Meetings and Hearings, and shall be referred to for the recommendation of other departments and agencies, as applicable, and then decided by the board, commission, or council as set out in Division 6-21.1, Determinations, Approvals, and Permits.~~
- ~~C. **Decision.** The Planning Commission shall approve, approve with conditions, or deny the application.~~

Attachment D: Division 7-25.2 “Definitions”

Amend definition to coordinate with Table 1-2.9.3 regarding Class A Temporary Commercial Sales Events:

Itinerant Vendor Sales means any person or business entity establishing a temporary place of business in the City for a time period of ~~30 calendar days or less~~ not more than 10 days in any 30 day period. Businesses established for a time period exceeding ~~30 days~~ 10 days in any 30 day period are not ~~included and are permanent~~ permitted. The phrase shall include, but is not limited to:

- A. Outdoor sales booths;
- B. Truckload sales;
- C. Sales from other vehicles; and
- D. Outdoor display.

Sales of items include the following durable goods but are not limited to:

- A. Rugs;
- B. Paintings/posters;
- C. Toys;
- D. Used or new household items; and
- E. Sunglasses and other apparel.

Add definition:

Mobile Services means the on-site provision of commercial or community services to residents or employees of the site. Provision of services to drive-up customers or customers from other locations is explicitly prohibited. The phrase shall include, but is not limited to:

- A. Dog grooming;
- B. Vehicle cleaning;
- C. Building pressure washing;
- D. Health/dental exams;
- E. Library services;
- F. Video game trucks;
- G. Windshield replacement.

DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE PLANNING COMMISSION
JANUARY 13, 2026

AGENDA ITEM: PC-2026-04 Proposed text amendments to the City of Florence *Unified Development Ordinance* regarding in-home childcare facilities.

I. ISSUES UNDER CONSIDERATION:

1. Amendments to the *Unified Development Ordinance* to correct the number of children allowed in an in-home childcare facility in order to comply with the *International Fire Code* requirement.
2. An amendment to the *Unified Development Ordinance* to remove the option of large in-home childcare facilities.

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for recommendation to City Council. It has not previously been addressed by Planning Commission.

III. POINTS TO CONSIDER:

- (1) In-home childcare facilities are currently permitted in the *Unified Development Ordinance* as a home occupation for six or fewer children.
- (2) Large in-home childcare facilities with up to twelve children are permitted as a home occupation with a Special Exception Use Permit as issued by the Board of Zoning Appeals following a public hearing.
- (3) The state of South Carolina's Department of Social Services defines a Group Childcare Home, which is required to be licensed with the state, as a facility in a residence that serves 7 to 12 children. A Family Childcare Home, which is required to be registered with the state, is a facility within a residence occupied by the operator that cares for no more than 6 children.
- (4) The South Carolina 2021 *International Fire Code* permits up to 5 children in an in-home childcare facility before specific fire protection measures must be taken.
- (5) Section 1-2.10.1 "Residential Accessory Uses", and Division 7-25.2 "Definitions" of the City of Florence *Unified Development Ordinance* require amendments to correct the number of children that may be cared for in a home occupation facility in order to comply with the 2021 *International Fire Code*.
- (6) In order to comply with the Fire Code, Section 1-2.10.1 needs to be amended to read five children for a small in-home childcare facility, and the number of children for a large in-home childcare facility needs to be changed to read 6 to 12 rather than 7 to 12.
- (7) The definition in Division 7-25.2 needs to be corrected to comply with the 2021 *International Fire Code*.

IV. OPTIONS:

Planning Commission may:

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

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

V. ATTACHMENTS:

- A. South Carolina DSS Definitions
- B. South Carolina *International Fire Code*
- C. Section 1-2.10.1 “Residential Accessory Uses”
- D. Division 7-25.2 “Definitions”

Attachment A: South Carolina DSS Definitions

Per SC Child Care/DSS

All South Carolina childcare programs are required to be one of the following: licensed, registered, approved, or legally exempt. Requirements are determined by provider type.

The state defines four types of childcare facilities:

- **Child Care Center**—A center that is licensed for 13 or more children can be commercial, faith-based, or school-based.
- **Group Child Care Home**—A facility within a residence occupied by the operator that cares for 7 to 12 children; The number includes those living in the residence and children who are related to the operator, must be licensed.
- **Family Child Care Home**—A facility within a residence occupied by the operator that cares for no more than 6 children; The number includes those living in the residence and children who are related to the operator; Family Child Care Centers must be registered but may choose to be licensed.
- **Legally-Exempt Operations**—Childcare center-based programs open less than 4 hours a day and/or open on school holidays; Not allowed for Family Child Care Homes or Group Child Care Homes.

C. Number of children in the home (1) The operator may have up to six (6) children in the home at any given time, including children living in the home and children related to the operator who are under the age of twelve (12), unless zoning restrictions further limit the number of children. (2) There shall be an additional caregiver, household member eighteen (18) years of age or older, staff, emergency person, or volunteer on the premises when four or more children in attendance are younger than twelve (12) months of age.

Attachment B: South Carolina 2021 *International Fire Code*

2021 International Fire Code Chapter Two

Institutional Group I-4, day care facilities.

Institutional Group I-4 shall include buildings and structures occupied by more than five persons of any age who receive custodial care for less than 24 hours by persons other than parents or guardians; relatives by blood, marriage, or adoption; and in a place other than the home of the person cared for. This group shall include, but not be limited to, the following:

Adult day care

Child day care

Five or fewer occupants receiving care in a dwelling unit. A facility such as the above within a *dwelling unit* and having five or fewer persons receiving custodial care shall be classified as a Group R-3 occupancy or shall comply with the *International Residential Code*.

Residential Group R-3. Residential Group R-3 occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-4 or I, including:

Buildings that do not contain more than two *dwelling units*

Care facilities that provide accommodations for five or fewer persons receiving care

[BG] Care facilities within a dwelling. Care facilities for five or fewer persons receiving care that are within a single-family dwelling are permitted to comply with the *International Residential Code* provided an *automatic sprinkler system* is installed in accordance with Section 903.3.1.3 or Section P2904 of the *International Residential Code*.

Deletions are crossed out in red; additions are highlighted.

Attachment C: Section 1-2.10.1 “Residential Accessory Uses”

A. Home Occupations.

20. In-Home Child Care.

- a. Small in-home childcare facilities are a permitted home occupation, provided that they are duly ~~licensed~~ registered by the State of South Carolina, and provided that they meet all of the standards of this Subsection.
- b. Large in-home childcare facilities may be permitted pursuant to a Permitted Special Exception Use Permit, provided that they are duly licensed by the State of South Carolina and provided that they meet all standards of this Subsection and any special conditions as applied by the Board of Zoning Appeals.

Attachment D: Division 7-25.2 Definitions

(C) Child Care, In-Home, Small means a home in which care is given as a home occupation by a resident and no others during the day only for up to and including no more than ~~six~~ five children, including the residents’ own children.

(C) Child Care, In-Home, Large means a home in which care is given as a home occupation by a resident and no others during the day only for 6 to 12 children, including the residents’ own children.

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT
STAFF REPORT TO THE
CITY OF FLORENCE PLANNING COMMISSION
JANUARY 13, 2026**

AGENDA ITEM: PC-2026-05 Request for sketch plan review of West Haven Townhomes, to be located at 2916 West Palmetto Street, identified as Florence County Tax Map Number 00100-01-031.

I. IDENTIFYING DATA:

Owner	Tax Map Number
Global Investors, LLC	00100-01-031

II. CURRENT STATUS/PREVIOUS ACTION TAKEN:

This issue is before the Planning Commission for approval. The applicant is also requesting annexation and zoning of the parcel as PC-2026-02.

III. GENERAL BACKGROUND DATA:

Current Zoning:	R-3A, Residential (Florence County)
Current Use:	Single-Family Detached Home
Proposed Zoning:	Urban Residential (RU)
Proposed Use:	Single Family Attached Townhomes

IV. SURROUNDING LAND USE AND ZONING:

North:	(CA) Campus; B-3, General (Florence County)
East:	(CG) Commercial General; B-3, General (Florence County)
South:	(CG) Commercial General; Unzoned (Florence County)
West:	(CA) Campus; Unzoned (Florence County)

V. POINTS TO CONSIDER:

- (1) The existing single-family detached home on the property will be demolished. The request is currently being reviewed by the Historical Commission.
- (2) 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.”

- (3) This allows 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.
- (4) The development tract has a total of 11.67 acres to be developed for this project with 4.27 being dedicated for Open Space meeting the minimum prescribed by RU Zoning standards. West Haven Townhomes will consist of 27 separate buildings with 4 or 5 townhome units per building, totaling 126 units. The subdivision will be afforded public access by way of West Palmetto Street. Due to the number of units (126), the subdivision is required by UDO Section 4-13.3.3A.1. to have two access points. The applicant is required to change the layout or formally request a variance through Planning Commission.
- (5) The parcel is proposed to be zoned Urban Residential (RU) which permits townhomes meeting the conditions of *Unified Development Ordinance* Section 1-2.8.2 Residential & Commercial Use of the Home Standards.
- (6) The subdivision is designed to meet the Ordinance’s minimum requirements listed in Table 2-4.1.3 for townhomes including 16 foot minimum lot widths and the overall development area (inclusive of the individual unit lots and common area) providing a minimum 2400 square feet per unit.
- (7) UDO Section 4-13.3.3.E.2. requires a 20 foot vehicular non-access easement between the proposed development and West Palmetto Street planted with a Type C Bufferyard to prevent reverse frontage lots. A Type C Bufferyard consists of 3 canopy trees, 3 understory trees, 3 evergreen trees, and 30 shrubs per 100 linear feet.
- (8) A Type A Bufferyard will be planted on the perimeter of the parcel as required between disparate zoning designations, RU adjacent to CG. A Type A Bufferyard consists of 1 canopy tree, 1 understory tree, 1 evergreen tree, and 10 shrubs per 100 linear feet. A canopy tree per lot is also required for each proposed townhome unit and street trees will be planted based on the length of street frontage. All landscaping requirements will be reviewed for compliance at the Development Plan stage.
- (9) City water and sewer services are available to the property. The property’s stormwater system will be 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 the dumpster in the designated area shown on the sketch plan.
- (10) All infrastructure and utilities within the townhome development will be owned in-common by the Developer or HOA and will not be maintained by the City.
- (11) The Sketch Plan is not currently in compliance with applicable *Unified Development Ordinance* requirements. Plan review comments (Attachment F) have been relayed to the applicant and engineer. Once the comments are addressed, a statement of compliance regarding the Sketch Plan will be prepared by staff and presented to Planning Commission.
- (12) 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:

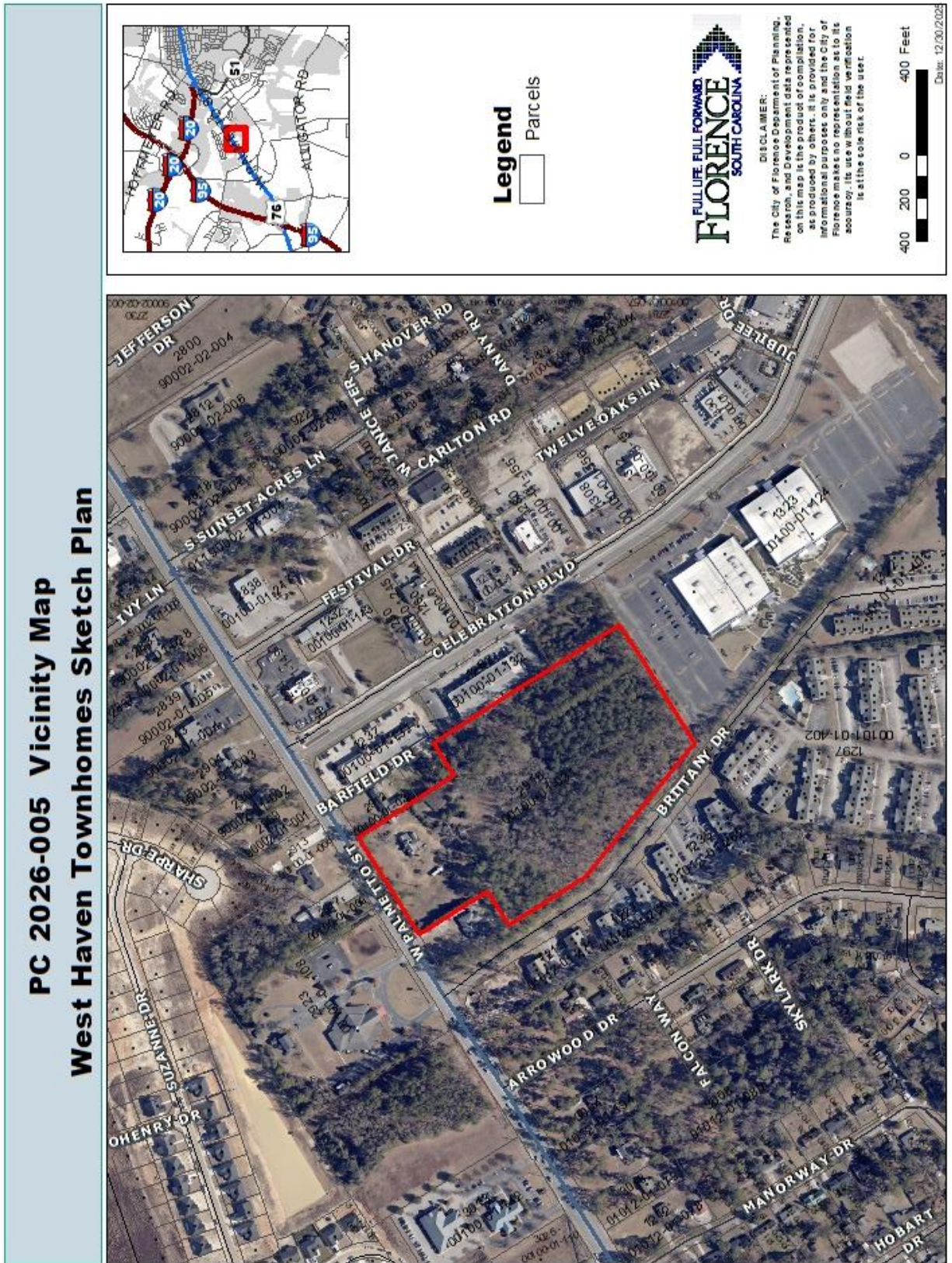
- (1) Recommend approval of the request as presented based on the information submitted.

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

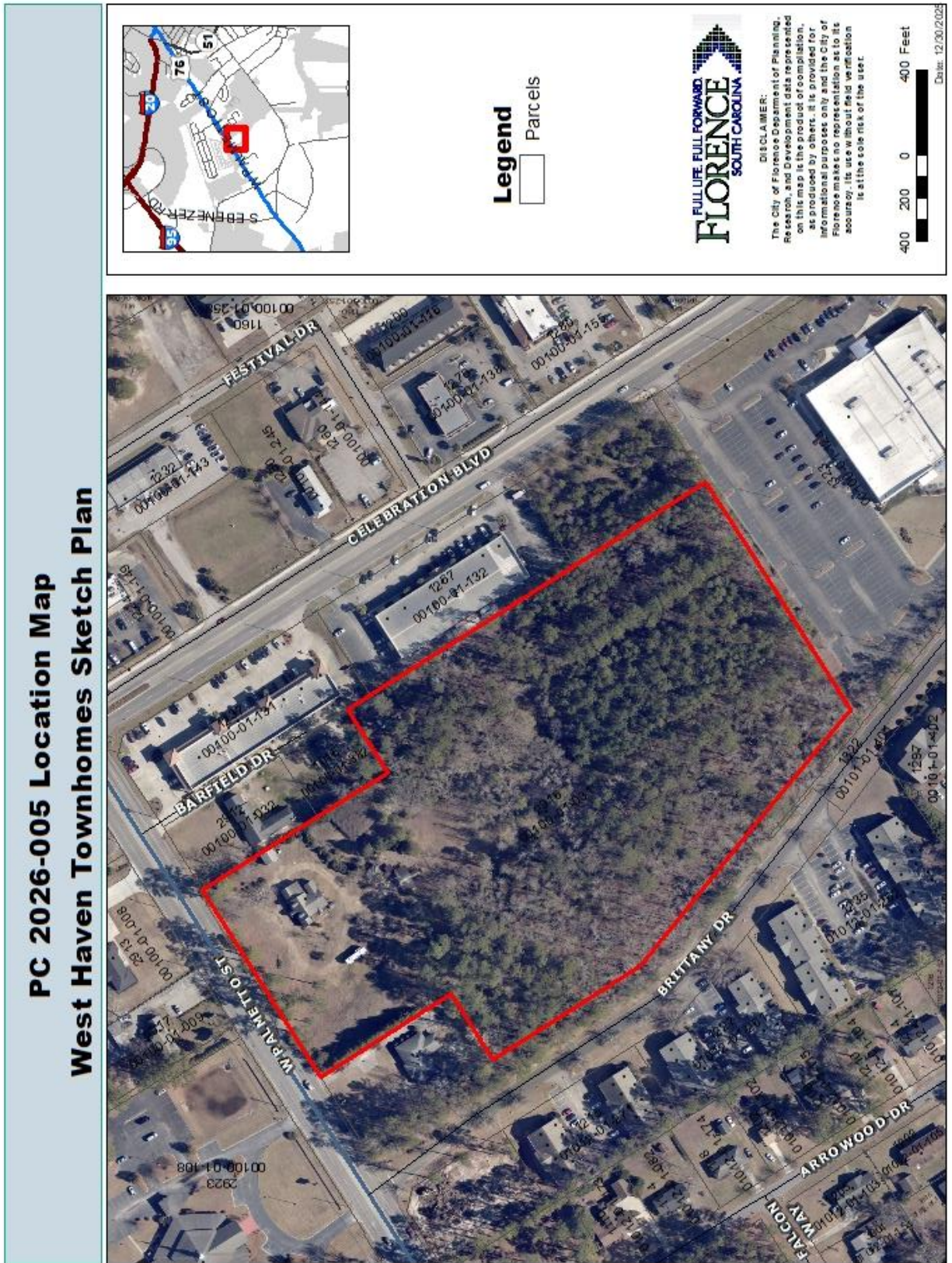
VII. ATTACHMENTS:

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

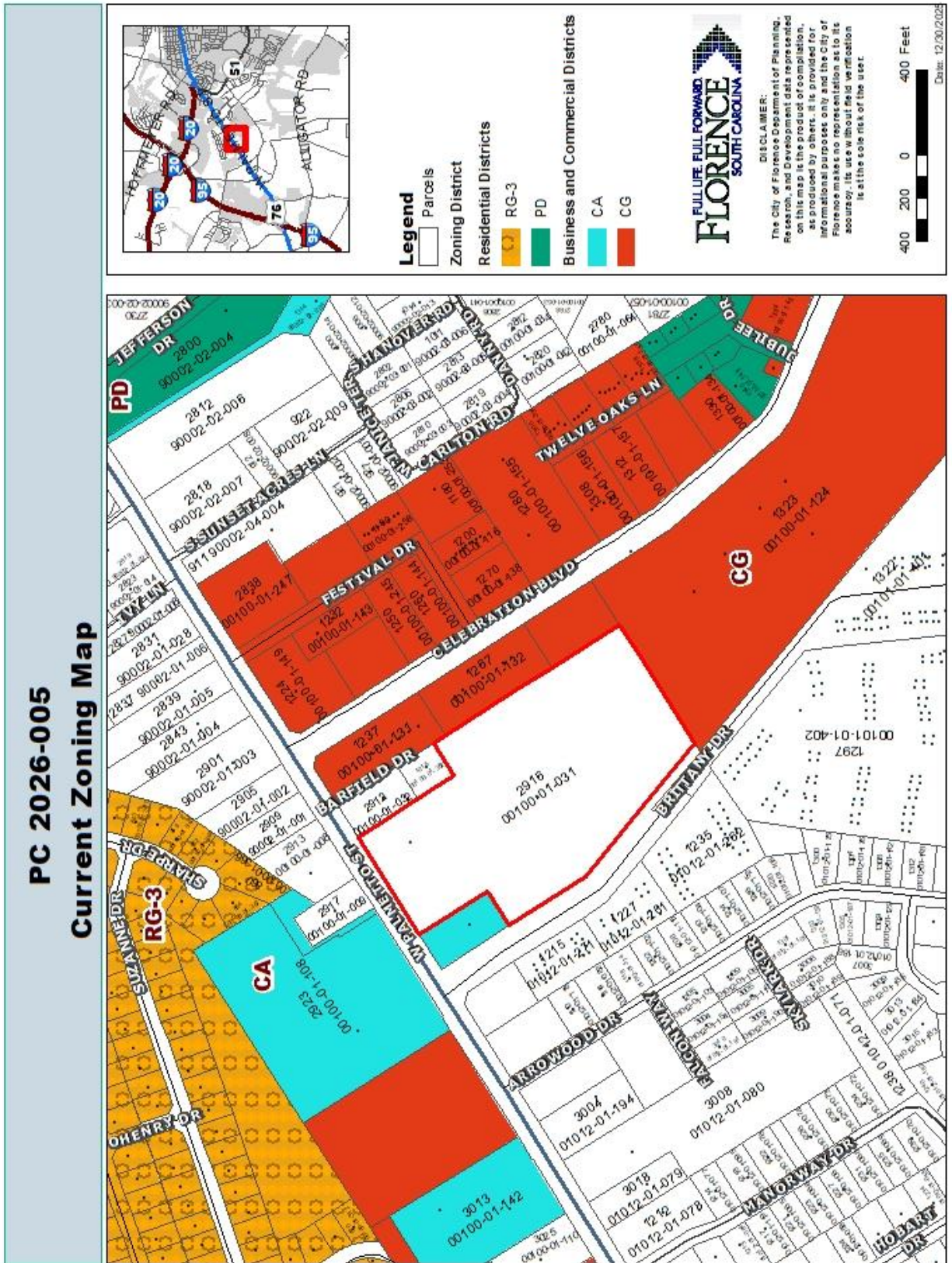
Attachment A: Vicinity Map



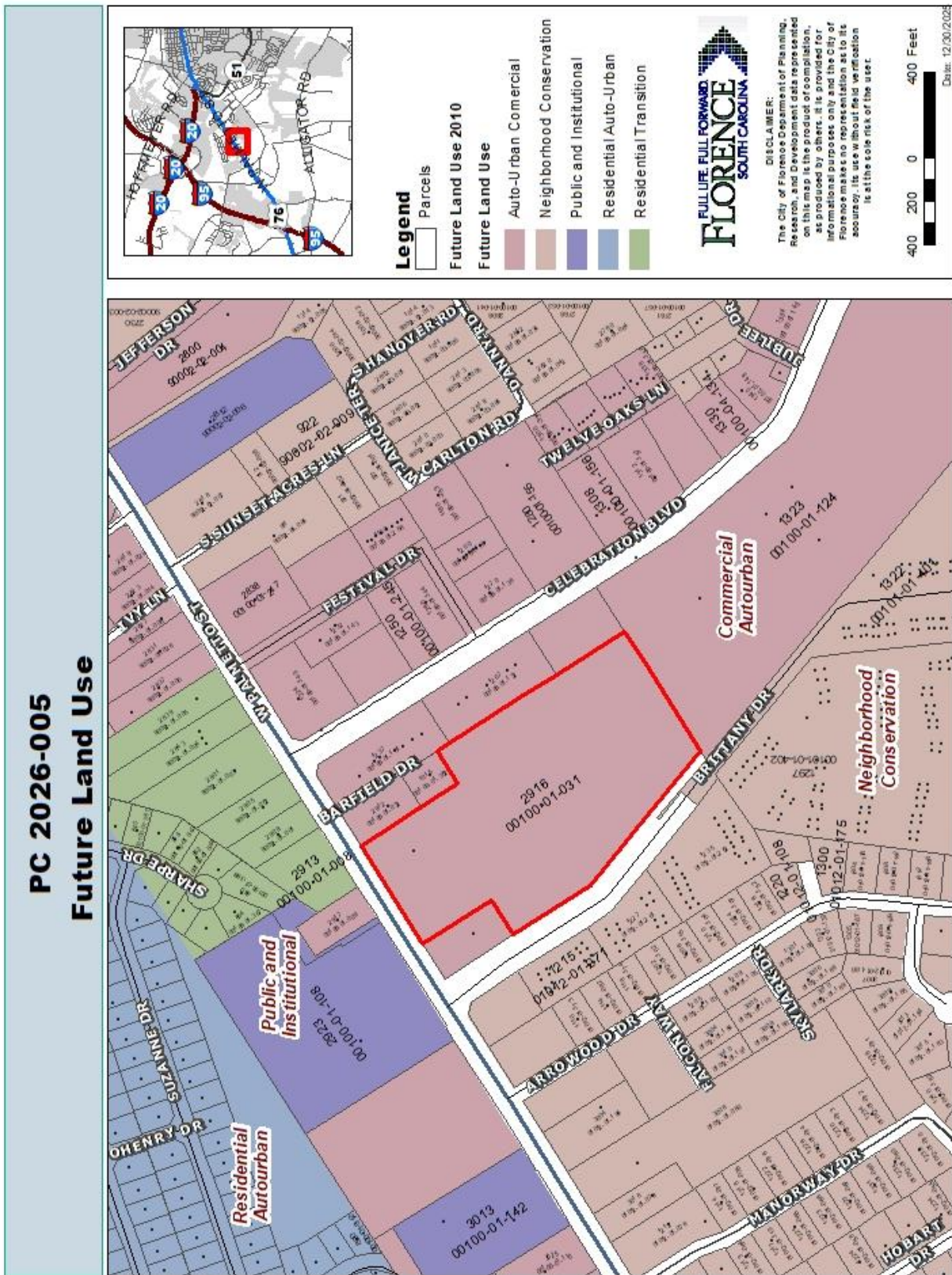
Attachment B: Location Map

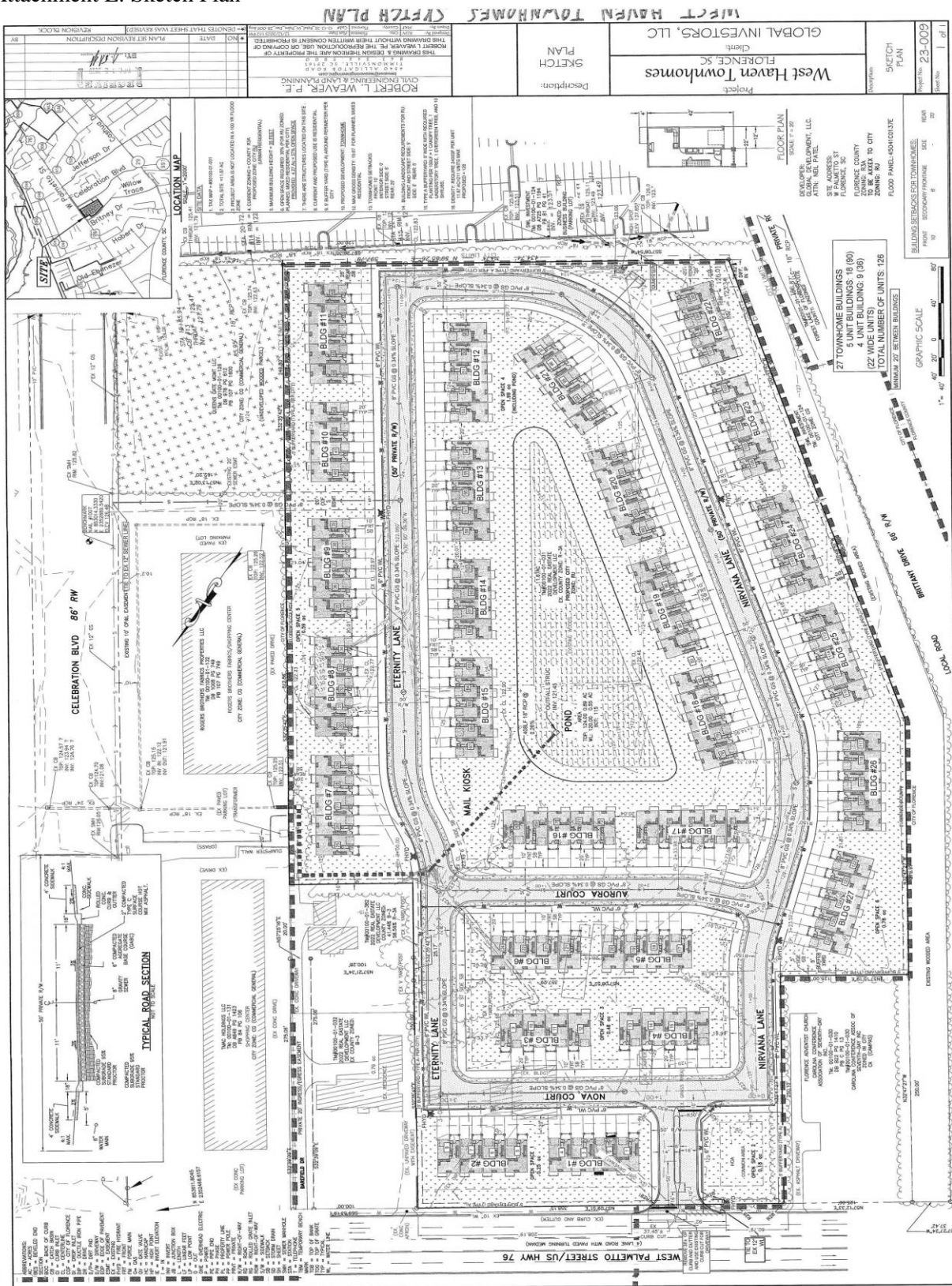


Attachment C: Zoning Map



Attachment D: Future Land Use Map





Attachment F: Sketch Plan Review Comments

- (1) Provide correct residential density calculations.
- (2) Demonstrate that each townhome can be subdivided to meet the 2400 square feet requirement by updating the sketch plan to show the individual lots' geometry.
- (3) Provide a 20 foot vehicular non-access easement along West Palmetto Street to prevent reverse frontage lots.
- (4) Several of the development's roads are designed with longitudinal radii that do not meet the City code minimal road centerline radius of 150 feet.
- (5) Provide a condensed traffic study showing anticipated peak traffic volumes.
- (6) Due to the number of units, the subdivision is required to have two access points. Provide a second emergency access point as mentioned in the engineer's email of 12/9/25.