



The Lowcountry's Hometown

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STAFF REPORT

TO: Board of Zoning Appeals

FROM: Justin Westbrook, Community Development Director

SUBJECT: Special Exception (SE-26-04) – Town of Moncks Corner – 315 E Main Street

DATE: August 4, 2026

Background: The applicant, Jeff Lord on behalf of the Town of Moncks Corner, has applied for a **Special Exception** (SE-26-04) to establish a “government facilities” use for one (1) parcel (TMS # 142-07-02-020) located in the **General Commercial (C-2)** district, addressed as 315 E Main Street. The Town’s current Zoning Ordinance requires “government facilities” uses to only be permitted in the **General Commercial (C-2)** district via the Board of Zoning Appeals granting a **Special Exception**.

Existing Zoning: The subject parcel is currently in the **C-2 – General Commercial** zoning district. Per the Town’s Zoning Ordinance, the General Commercial zoning district is intended to:

“...accommodate a variety of general commercial and nonresidential uses characterized primarily by retail, office, and service establishments and oriented primarily to major traffic arteries or extensive areas of predominately commercial usage and characteristics. Certain related structures and uses are permitted outright or are permissible as special exceptions subject to the restrictions and requirements intended to best fulfill the intent of this ordinance.”

Adjacent Zoning		Adjacent Land Use
North	C-2	Real Estate Firm
South	C-2	Vacant, Public Park
East	C-2	Public Park
West	C-2	Vacant, Parking Lot

Existing Site Conditions: The subject parcel comprises approximately 8,006 square feet which comprises entirely of a building that is formerly retail. The parcel is currently accessible by E Main Street, with approximately 58-feet of frontage.

Proposed Request: The applicant has applied for a **Special Exception** seeking approval from the Board of Zoning Appeals to establish a “government facilities” use on the subject-parcel. The Town has outgrown the facilities addressed as 118 Carolina Avenue due to rapid population growth and the need to provide essential municipal

services to our expanding number of residents. The Town continues to work towards the revitalization of Unity Park, and as the subject parcel was the keystone for the surrounding Town-owned parcels comprising the Downtown Revitalization Project, the Town purchased the former Citi Trends building in anticipation of making the redevelopment project easier to navigate. While the revitalization and redevelopment project continues to move forward, the ownership of the building by the Town occurred sooner than expected. With the current Town Hall at capacity for employees, and the Citi Trends Building now available, the Town is seeking to relocate on a temporary basis, a department consisting of seven (7) employees. The end goal is to have this department move into a new Town Hall located on E Main Street, rejoining other departments once ample space is created in the near future.

Transportation: Any proposed site changes will be analyzed by Staff at the appropriate time of permitting.

Environmental: Per the National Wetlands Inventory, the parcel does not appear to be subject to wetlands or any additional environmental concerns.

Consistency with Plans: As part of the new 2024 Comprehensive Plan, the Future Land Use Map identifies the subject parcel as “Downtown Commercial”, which is described as,

“Intended to protect and promote the historic and economic interests of the downtown. Similar to the Neighborhood Mixed Use, higher intensity commercial-residential mixed uses are encouraged. Unique, walkable and family-oriented businesses should be the focus of this designation.”

The parcel is also within the “Mixed Use Overlay”, which is described as,

“A 250 ft mixed-use buffer (500 ft in total width) along select roadways is intended to allow for a mixture of higher density residential and low intensity service-based commercial land uses. This overlay provides flexibility for the Town to expand economic opportunities beyond the traditional downtown or strip mall type commercial corridors. Common commercial uses could include professional or medical offices, salons, corner stores, and other uses that provide daily services to local residents. Prime examples of a Neighborhood Mixed Use Corridor are along Broughton Rd and Carolina Ave. Corridors, like these, have formed naturally by the pressures and demands of a growing economy. This Overlay also encourages higher density residential units such as du-tri- or quadruplexes, townhomes, condos and multi-family apartments to be located on or adjacent to these commercial businesses.”

Procedural Issues: As part of any **Special Exception**, the Board of Zoning Appeals shall hold a Public Hearing and may impose additional terms and conditions. Prior to granting the **Special Exception**, the Board of Zoning Appeals must determine the following standards were clearly demonstrated.

1. The proposed use is consistent with the purpose and intent of the Town’s Comprehensive Plan as well as the character and intent of the underlying zoning district;
2. The proposed use is compatible with existing uses in the vicinity and will not adversely affect the general welfare or character of the immediate community;

3. Adequate provision is made for such items as setbacks, buffering (including fences and/or landscaping) to protect adjacent properties from the possible adverse influence of the proposed use, such as noise, vibration, dust, glare, odor, traffic congestion, and similar factors;
4. Where applicable, the proposed use will be developed in a way that will preserve and incorporate and important natural features;
5. The proposed use shall not destroy, create a loss, or cause damage to natural, scenic, or historic features of significant importance;
6. Vehicular traffic and pedestrian movement on adjacent roads shall not be hindered or endangered;
7. The proposed use complies with all applicable regulations and development standards of the Town.

Staff Analysis:

1. The proposed use is consistent with the purpose and intent of the Town's Comprehensive Plan as well as the character and intent of the underlying zoning district.

*Staff believes that the proposed use **is consistent** with the purpose and intent of both the Downtown Commercial land use designation and Mixed-Use Overlay of the 2024 Comprehensive Plan. The new temporary office space will allow a vital Town department to stay in close proximity to their facilities and other Town departments they work so closely with, who will remain at the Carolina Avenue facility. The department that is intended to occupy the former Citi Trends building is one of the most visited departments by the public, serving as one of the most forward facing and community enhancing departments to the general citizenry of the Town, which occupying the Citi Trends building will only help to foster, enhance and improve upon the Town's accessibility and customer service.*

2. The proposed use is compatible with existing uses in the vicinity and will not adversely affect the general welfare or character of the immediate community.

*Staff believes the proposed use **is compatible** with all existing uses in the vicinity of the subject-parcel. While a governmental building is not strictly a retail and shopping use, nor a recreational feature, the use of a former retail building on a temporary basis will serve the Town's customer service mission by enhancing accessibility, and being utilized by such a public facing arm of the Town's governmental services will only bring more compatibility to the pedestrian friendly nature that is Main Street.*

3. Adequate provision is made for such items as setbacks, buffering (including fences and/or landscaping) to protect adjacent properties from the possible adverse influence of the proposed use, such as noise, vibration, dust, glare, odor, traffic congestion, and similar factors;

*Staff believe the proposed use-type **has adequate provisions** for adverse influence as no additional improvements are to be made outside interior conversion of the space from retail to office.*

4. Where applicable, the proposed use will be developed in a way that will preserve and incorporate important natural features;

*Staff believes that the new governmental use will **generally have not impact on important natural features**, as the parcel is completely built upon, with little to no vegetation or natural features.*

5. The proposed use shall not destroy, create a loss, or cause damage to natural, scenic, or historic features of significant importance;

*Staff believes that the proposed use **will not destroy**, create a loss or cause damage to natural, scenic, or historic features of significant importance, namely the streetscape of the Main Street corridor.*

6. Vehicular traffic and pedestrian movement on adjacent roads shall not be hindered or endangered.

*Staff believe the proposed use **will not hinder** vehicular traffic or pedestrian movement on adjacent roads. The impact of the requested change from retail, with a high number of vehicular traffic, to office for town offices, will not negatively impact on the traffic or pedestrian movement. As the parcel is already built out, little to no additional impact will be seen.*

7. The proposed use complies with all applicable regulations and development standards of the Town.

*Staff will ensure any **Site Plan** or Building Permits complies with all applicable regulations and development standards.*

Staff Recommendation: Staff supports this request based on the adjacent uses types that is Downtown, while enhancing the Town's ability to serve our growing residential population and serve as the proverbial heart of the community.

*Attachments: Location Map
 Application (20260730)*