



# BOARD OF ZONING APPEALS

Town Council Chambers, Moncks Corner Municipal  
Complex, 118 Carolina Avenue  
TUESDAY, JANUARY 06, 2026 at 6:00 PM

---

## AGENDA

### CALL TO ORDER

### ADOPTION OF MINUTES

1. Approval of Minutes for the November 5, 2025 meeting.

### NEW BUSINESS

2. Consider a Variance (VR-25-03) request to reduce the required rear setback of a "Governmental Facility" use in the General Commercial (C-2) zoning district located at 102 Gulledge Street (142-07-05-051).
3. Discussion regarding meeting procedures.

### OLD BUSINESS

### STAFF COMMENTS

### MOVE TO ADJOURN

*In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (843) 719- 7900 within 48 hours prior to the meeting in order to request such assistance.*



# BOARD OF ZONING APPEALS

Town Council Chambers, Moncks Corner Municipal  
Complex, 118 Carolina Avenue

TUESDAY, NOVEMBER 5, 2025, at 6:00 PM

## MINUTES

### CALL TO ORDER

Meeting called to order at 6:02 p.m.

#### PRESENT

Chairman Thurman Pellum  
Board Member Pat Smith  
Board Member Clayton Morton  
Board Member Theresa McLaughlin

#### STAFF PRESENT

Justin Westbrook, Development Director  
Carter France, Planner

#### ABSENT

Carolyn Haynes-Smith

### APPROVAL OF MINUTES

1. Approval of Minutes for the meeting September 2, 2025.

Motion made by Board Member Morton to approve the minutes as presented,  
Seconded by Board Member McLaughlin.

Voting Yea: Voting Yea: Chairman Pellum, Board Member Smith, Board Member  
Morton, and Board Member McLaughlin.

### NEW BUSINESS

2. Consider a Variance (VR-25-02) request to reduce the required number of parking for a "professional Office" use in the General Commercial (C-2) zoning district located at 220 E Main Street (142-07-05-051).

Mr. France presented the request.

Chairman Pellum asked where along Main Street were parking spaces and how far down could one park. Mr. Westbrook indicated that a parking study by our engineers was underway, however preliminary designs indicate parking along Main Street almost down to the Live Oak Drive intersection. Mr. France explained that in the immediate vicinity, adjacent parcels benefited from larger lot sizes and dedicated off-street parking, making the need for on-street parking by the neighboring businesses minimal and open for use by the applicant.

Chairman Pellum asked where the 22-foot drive aisle requirement came from. Mr. France indicated the regulation resided in Section 7-4 of the Zoning Ordinance.

Mike Johnson and Trey Linton, of Forsberg Engineering, spoke in favor of their

application.

Chairman Pellum asked the applicants what the extent of their footprint in town might be.

Mr. Johnson explained the number of employees that will work in this building, with Mr. Linton adding that is the company's expected use of the building at this time, with no plans to increase the number of employees.

Motion made by Board Member McLaughlin to approve the Variance request as the strict application of the provisions of the Ordinance would result in unnecessary hardship due to the existing size of the parcel and building, with impossible means of ingress/egress on to the parcel from E. Main Street.

Voting Yea: Voting Yea: Chairman Pellum, Board Member Smith, Board Member Morton, and Board Member McLaughlin.

## **OLD BUSINESS**

### **PLANNER'S COMMENTS**

Mr. Westbrook updated the board on various planning activities.

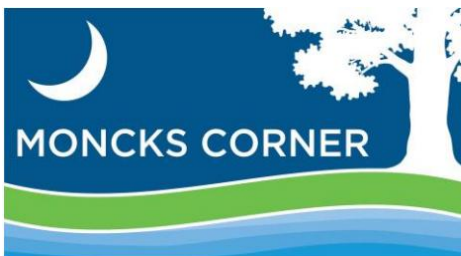
### **MOVE TO ADJOURN**

Motion made by Board Member Morton to adjourn, Seconded by Board Member Smith.

Voting Yea: Voting Yea: Chairman Pellum, Board Member Smith, Board Member Morton, and Board Member McLaughlin.

Meeting was adjourned at 6:18 p.m.

*In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (843) 719- 7900 within 48 hours prior to the meeting in order to request such assistance.*



*The Lowcountry's Hometown*

PO Box 700 | Moncks Corner, SC 29461 | 843.719.7900 | monckscorner.sc.gov

## STAFF REPORT

**TO:** Board of Zoning Appeals

**FROM:** Justin Westbrook, Community Development Director

**SUBJECT:** Variance (VR-25-03) – Berkeley County Coroner’s Office – 102 Gulledge

**DATE:** January 6, 2026

**Background:** The applicant, Alison Simmons on behalf of the Berkeley County Coroner’s Office, has applied for a **Variance** (VR-25-03) to reduce the side and rear setback for a principal structure in the **General Commercial (C-2)** district, for an addition located at 102 Gulledge Street. The Town’s current Zoning Ordinance requires a principal structure to be ten (10) feet from the side and rear property lines. The Zoning Ordinance does not have an exception or provision for required setbacks within the historic downtown; therefore, Ordinance’s dimensional standards may significantly hinder the Berkeley County Coroner’s Office from expansion of the existing building to meet modern demands. Previously, the applicant sought a **Special Exception** (SE-24-04) to expand the existing building, approved by the Board of Zoning Appeals in December 2024. The expansion of the building appears to need relief from the required setbacks, which culminated in a separate request. The applicant is requesting a 2.14-foot variance from the required 10-foot side setback, as well as a 9.74-foot variance from the required 10-foot rear setback.

**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	Offices
South	C-2	Parking (Berkeley County)
East	C-2	Government Facility (Berkeley County School District)
West	C-2	Bank (Farmers & Merchants Bank)
		Parking (Berkeley County)



### **Existing Site Conditions:**

The subject parcel comprises approximately 8,800-square feet (0.2 acres) which is currently occupied by the Berkeley County Coroner's Office; a government facility. The parcel is currently accessible by Gulledge Street, with approximately 111-feet of frontage. The parcels to the South and East are also government facilities, owned and operated by Berkeley County and Berkeley County School Board, respectively.

**Proposed Request:** The applicant has applied for a **Variance** seeking relief from the required 10-foot side and rear setbacks so that the previously approved **Special Exception** for the building expansion may continue. The applicant has presented the case that with the increased operational need of the Coroner's Office, a larger building footprint will be needed to continue to serve the citizens of Berkeley County, one of the fastest growing counties in the state. This need appears to also be out of necessity as best practices related to industry standards suggest the need for all operational functions of a coroner's office to be under one roof, to maintain a vital accreditation from the International Association of Coroners and Medical Examiners (IACME). The applicant has demonstrated the subject parcel is one of the smallest sized parcels, with minimal width and depth, in the immediate vicinity, while also requiring ADA compliant spaces that effectively cannot be installed through a strict interpretation of the required setbacks. Granting this **Variance** request would allow the proposed use on the subject-lot to expand in a way that is not uncommon in traditional downtowns, while also impacting the area and neighbors minimally.

**Procedural Issues:** As part of any Variance request, the Board of Zoning Appeals will hear and decide appeals for variance from the requirements of the Zoning Ordinance when strict application of the provisions of the Ordinance would result in unnecessary hardship. A **Variance** may be granted in an individual case of unnecessary hardship if the Board feels the applicant can prove their request and situation meets or exceeds the following:

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property.
2. These conditions do not generally apply to other property in the vicinity.
3. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.
4. The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.

### **Staff Analysis:**

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property.  
*The property appears to suffer in both size, depth and width compared to other parcels in the immediate area making an expansion of the building by any user prohibitive. The current user was previously approved via Special Exception, and with the required specifics indicated by the applicant to house all operations under one roof, effectively makes relocation and a re-use of the property by another tenant nearly impossible.*
2. These conditions do not generally apply to other properties in the vicinity.

*This one parcel, used by this very specific user, is not seen anywhere else throughout one of the State's largest counties. As Berkeley County's population continues to grow, the need for an increase in particular governmental services, namely a Coroner's Office, will also increase. Most parcels in the immediate vicinity already enjoy significantly reduced setbacks, albeit in a non-conforming manner. The current Zoning Ordinance did not anticipate or plan for 0-foot setbacks for dense commercial areas, however most buildings in the immediate vicinity were constructed prior to the adoption of the current dimensional standards; a continued benefit other parcels enjoy, while this parcel is limited from utilizing.*

3. Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.

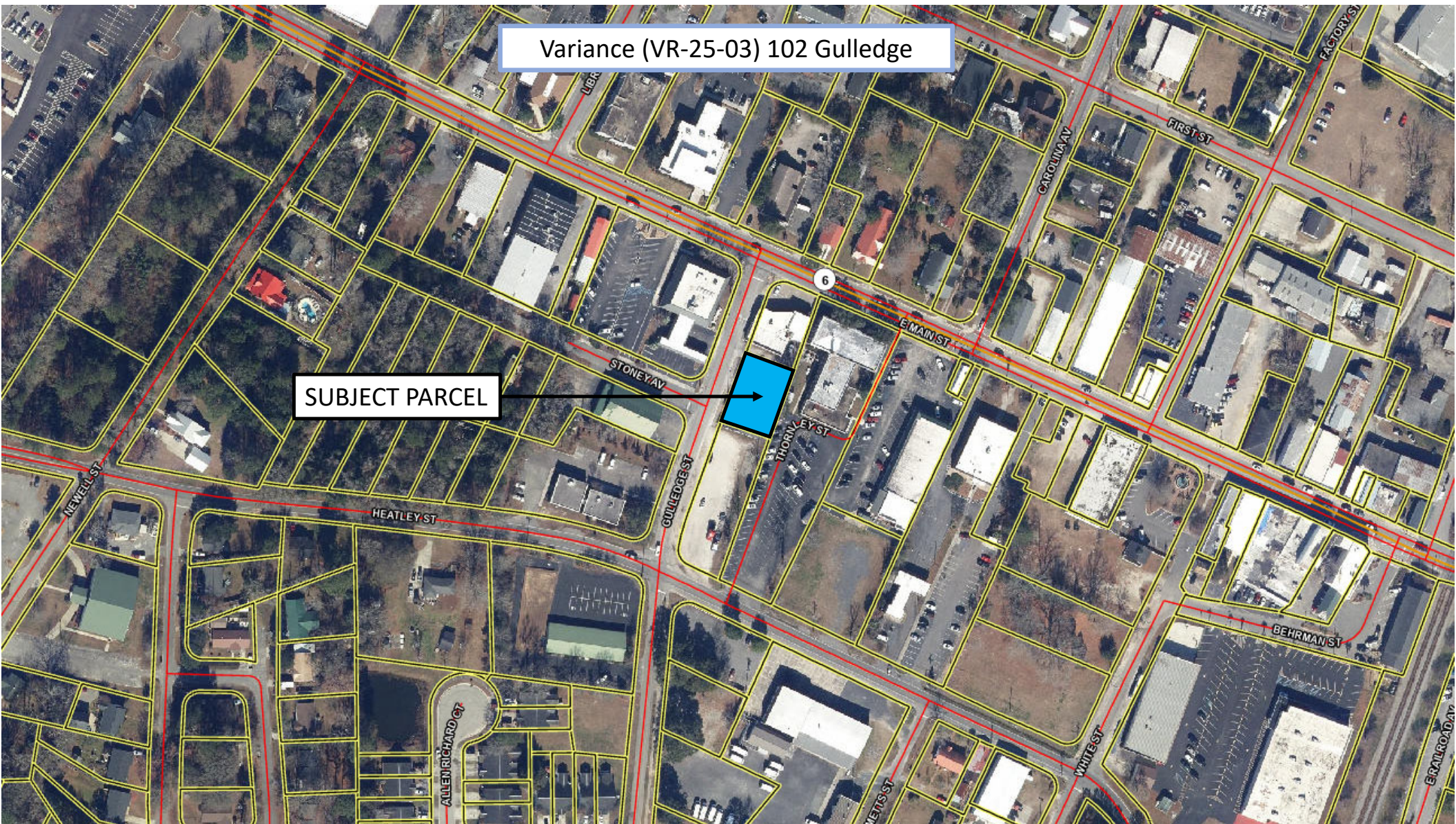
*By not granting the Variance request, the current user of the property most likely would be required to move due to accreditation and professionalism standards, losing a vital and centrally located facility the public relies on. It is safe to say, should that occur, any future tenant of this particular property would more than likely face the same challenges, effectively restricting the utilization of this parcel in an unreasonable manner. Staff's assertion is that the current Zoning Ordinance does not adequately address dense commercial areas, such as downtown, which further adds credence that this particular property would be effectively prohibited from growth, or even reconstruction.*

4. The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.

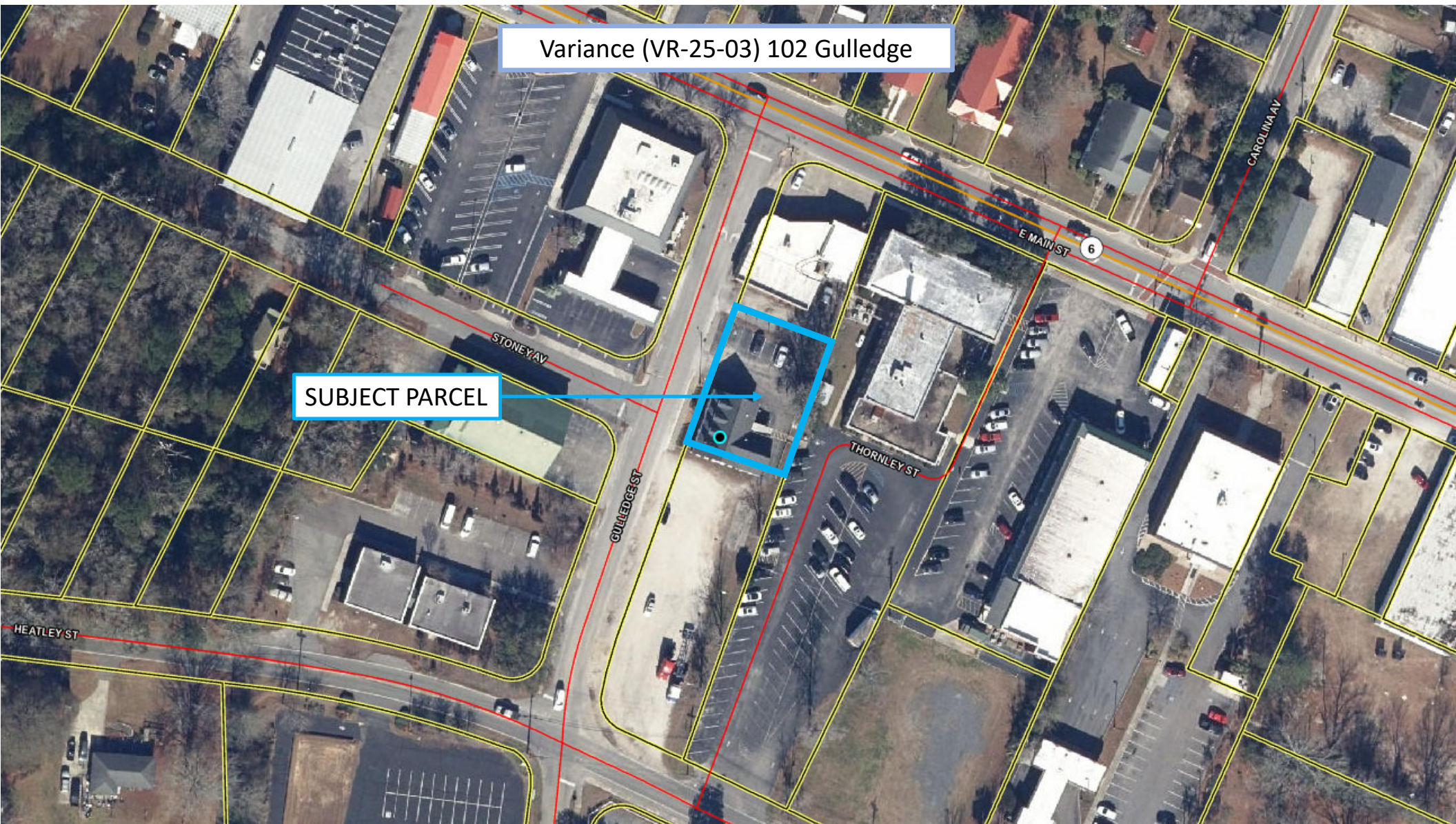
*Granting this request improves the public good and existing character of the district by allowing a growing public service to expand their operations and capacity that is centrally located in the heart of Berkeley County. The applicant has made significant efforts to reach out to directly adjoining parcel owners, to ensure the planned expansion with the reduced setbacks does not cause detriment to the public good or to the character of the district. By reducing the side and rear setbacks for a building expansion in the downtown area, Staff argues this would actually add cohesion to the area that often sees 0-foot setbacks currently.*

**Staff Recommendation:** Staff recommends the Board of Zoning Appeal **approves** this request for the requested reduction in the side and rear principal structure setbacks, due to the parcel's identified hardships with the Town's current Zoning Ordinance. Staff is comfortable with the request as most parcels in the immediate area would have challenges, if not effectively prohibited from rebuilding, since most parcels in the area currently benefit from significantly reduced setbacks that are non-conforming. By granting the 2.14-foot variance from the required 10-foot side setback, as well as a 9.74-foot variance from the required 10-foot rear setback, the Board of Zoning Appeals would essentially be allowing what most other parcels in downtown already benefit from, whereas denying the Variance request would effectively prohibit the current user, and any new user of the parcel, adequate use protected by the spirit and intent of the Zoning Ordinance.





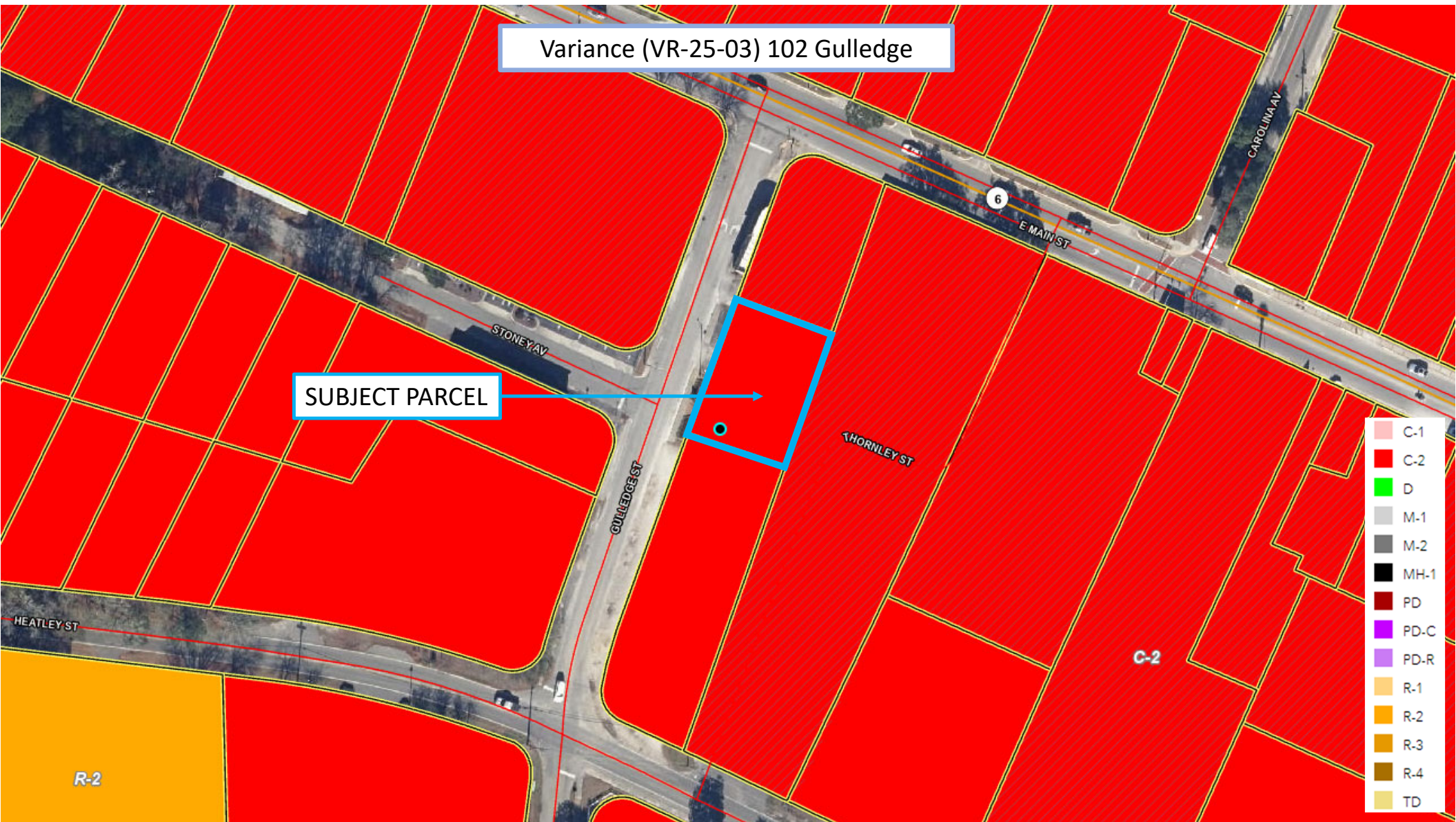




Variance (VR-25-03) 102 Gulledge

SUBJECT PARCEL







## Applicant Information

<b>NAME</b>	<b>EMAIL ADDRESS</b>
Darnell Hartwell (Alison Simmons is submitting this Application on Darnell's behalf)	alison.simmons@berkeleycountysc.gov
<b>PHONE</b>	<b>ADDRESS</b>
843-719-4567; 843-719-4164	102 Gulledge Street Moncks Corner, SC 29461
<b>HTML</b>	

## Property Owner

If different from applicant.

<b>NAME</b>	<b>EMAIL ADDRESS</b>
Berkeley County Government	darnell.hartwell@berkeleycountysc.gov
<b>PHONE</b>	<b>ADDRESS</b>
18437194164	P. O. Box 6122 1003 Hwy 52
<b>PROPERTY LOCATION</b>	
<a href="#">MHt3Vd2NGqCP-102-Gulledge-Street-Moncks-Corner_EXHIBIT.pdf</a>	

## DESCRIBE THE VARIANCE REQUEST, REASON FOR REQUEST, AND ANY SUPPORTING INFORMATION

We are seeking relief of primary structure setback requirements for the Coroner's Office Expansion previously authorized via Special Exception by the BZA in December of 2024. Due to the existing configuration of access, the placement of the existing [legally non-conforming] building, and the orientation of the subject parcel, we are unable to construct the previously authorized +/- 3,000 square foot expansion without a variance of primary structure setback requirements. We are requesting a reduction in rear setback to 0.26 feet and a reduction to 7.86' on the side setback (at its narrowest points) for the intended expansion.

HAS ANY VARIANCE BEEN APPLIED FOR ON THIS PROPERTY PREVIOUSLY?

No

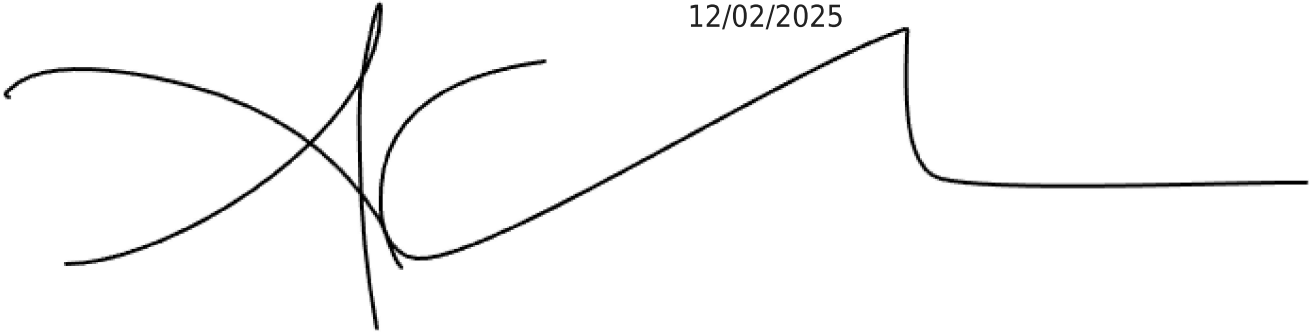
CONSENT

checked

APPLICANTS SIGNATURE

DATE

12/02/2025

A handwritten signature in black ink, consisting of a large, stylized 'X' followed by a long horizontal line that curves slightly upwards at the end.





**BERKELEY  
COUNTY SC**

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

**BERKELEY COUNTY**  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461

**December 19, 2025**

**Mr. Thurman Pellum**

Chairman, Board of Zoning Appeals  
Town of Moncks Corner

Dear Mr. Pellum:

Please accept this narrative as a supplement to the Application for Variance for relief of primary structure setback requirements submitted on behalf of Mr. Darnell Hartwell, Berkeley County Coroner, for the construction of an intended +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, and as contemplated in the Special Exception issued by the Board of Zoning Appeals (BZA) in December 2024.

Specialized to serve the current and emergent demands of the Coroner's Office, the intended expansion will consist of a restroom, wash station, examination and viewing areas, training room, office space, refrigeration areas, storage, and other necessary supportive space and modernized appurtenances. The parking serving the Coroner's Office will be relocated to the shared surface parking lot programmed/committed for TMS 142-07-02-009. To improve ADA accessibility, the existing rear ADA accessibility ramp is intended to be relocated to the front façade of the existing building, oriented to the above-mentioned surface parking lot improvements.

**Background:**

The subject parcel is zoned in the General Commercial (C-2) District, approximately 0.21 acres (9,185 square feet) in size, and contains an existing office building of 3,159 square feet that predates modern zoning dimensional standards and is occupied by the Berkeley County Coroner's Office. The site is adjacent/proximate to parcels that contain governmental facilities. At 9,185 square feet, the subject parcel is presently one of the smallest-sized lots within Downtown Moncks Corner that contain governmental facilities.

The subject property is not contained within the Corner Renaissance Overlay District.

After considering the concept plan, narrative, and architectural renderings for the intended +/- 3,000 square foot "Governmental Facility" expansion, the BZA granted a Special Exception at its meeting held on December 3, 2024.





BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461

### **Increasing Operational Demands:**

According to recent population trends, Berkeley County is the 2<sup>nd</sup> fastest-growing and 8th most-populous county in the state. Between 2020 through 2024, the County's population is estimated to have increased by over 42,000 people to yield a total of 264,276 according to ACS Census Data. These upward trends are anticipated to continue as the One Berkeley Comprehensive Plan forecasts the population to increase to nearly 400,000 by 2040. Uniquely positioned compared to other public service providers, the Coroner's Office serves all of Berkeley County, including its incorporated areas.

As framed in our narrative for the Special Exception request, this expansion will allow the Coroner to respond to both current and emerging demands, provide convenient and accessible essential public services, consolidate services/functions under one roof, and qualify for accreditation through the *International Association of Coroners and Medical Examiners (IACME)*. Currently, to access necessary storage and support functions critical to the operations of the Coroner's Office, its personnel, emergency responders, other support services personnel, as well as the County's citizens must travel to an off-site location.



*Image 1: Conceptual rendering of envisioned footprint for graphic representation only (as included with initial Special Exception request)*



BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



Image 2: Conceptual rendering of envisioned footprint for graphic representation only (as included with initial Special Exception request)



Image 3: Conceptual rendering of envisioned footprint for graphic representation only (as included with initial Special Exception request)



### ***The Request for Variance:***

To configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, safe, secure, and accessible, we are unable to comply with typical building setbacks. Firstly, operational demands and prevailing accreditation standards influence the interior layout and, as such, the footprint of the intended expansion. Secondly, the existing configuration of vehicular access influences the orientation of the expansion's access for emergency service vehicles and other supportive services. Thirdly, the narrow lot width of the subject parcel and placement/configuration of existing physical improvements constrain the orientation and placement of the intended expansion.

### ***International Association of Coroners and Medical Examiners (IACME) Accreditation:***

To maximize the efficacy and efficiency of the operations of the Coroner's Office and meet prescribed industry standards, this expansion is intended to be designed so to comport with the IACME Accreditation Requirements (enclosed). Once accredited, the Coroner's Office will be able to onboard certain critical personnel, internalize functions that are presently outsourced, and increase eligibility for grants and other opportunities.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026. To provide additional detail, please see below a summary and enclosed our site plan.

- We are requesting a reduction in the rear setback from 10' to 0.26' at the narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-011)
- We are requesting a reduction in the side setback from 10' to 7.86' at its narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-010)

We find that the application of the ten-foot side and rear setback requirements presents an unnecessary hardship and impedes our ability to construct the intended expansion and, as such, deliver essential public services. Additional details follow:

### **a) There are extraordinary and exceptional conditions pertaining to the particular piece of property;**

The narrow lot width and the placement and configuration of the existing building, HVAC system, and vehicular access constrain the placement of the intended expansion. In order for the expansion to be functional, compliant with prevailing accreditation standards, operationally efficient, safe, secure, and accessible, we are



BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461

unable to design the expansion and configure vehicular access to it without encroaching into the side and rear setbacks.

The orientation of vehicular access serving the intended expansion is limited by the configuration of the existing rear vehicular access drive. As such, the intended expansion will include a bay door that ties into/extends from this existing rear vehicular access drive. Maintaining vehicular accessibility by emergency service vehicles, the Coroner's Office, and other support personnel is critical to the operation and functionality of the expansion.

Privacy and security are important aspects related to this expansion as well, and the site is intentionally designed to maintain both. Due to the sensitivities surrounding the operations of the Coroner's Office, access must be oriented to the rear of the existing facade as proposed so to afford screening and privacy. Secondly, this design allows for maximized security, and a gate is intended to be installed at/along this egress to restrict access.

The following images depict both the narrow lot width of the subject parcel and the orientation of the existing building, HVAC system, and vehicular access. As evidenced by these images, the building envelope of the expansion is constrained by these elements. At 15.6' feet at its narrowest point, the existing vehicular drive is adequate to serve the operations of the Coroner's Office; however, it cannot be reduced or relocated with the intended expansion.

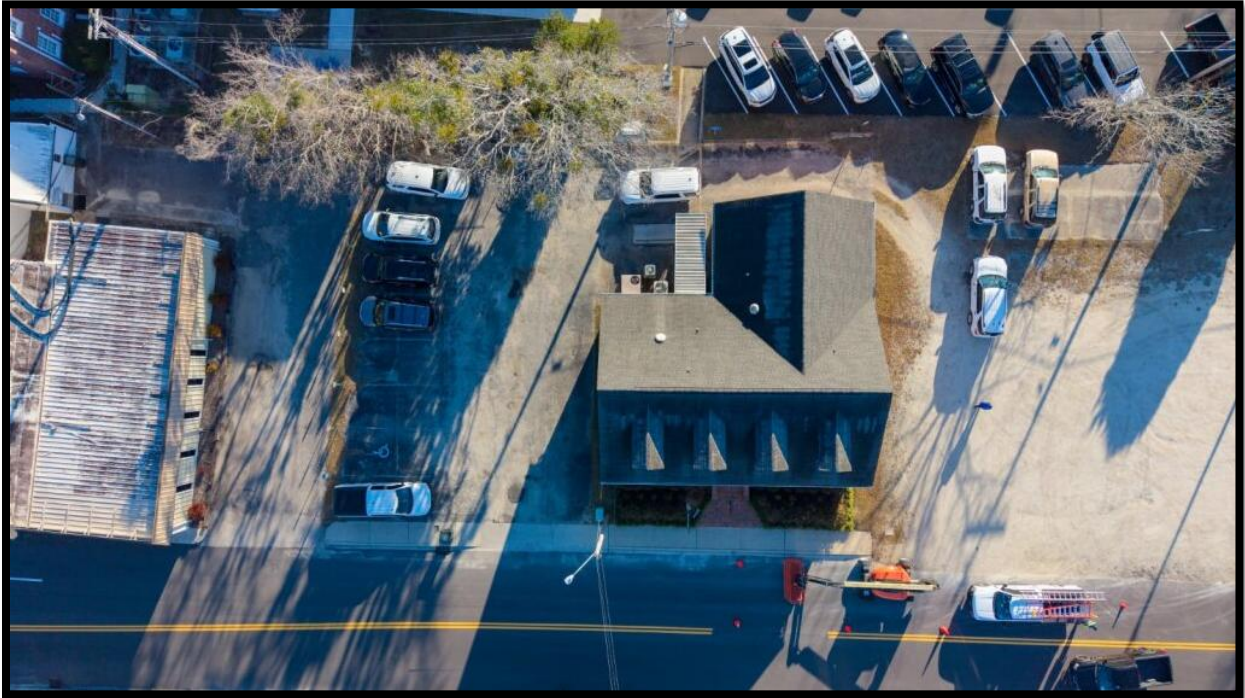




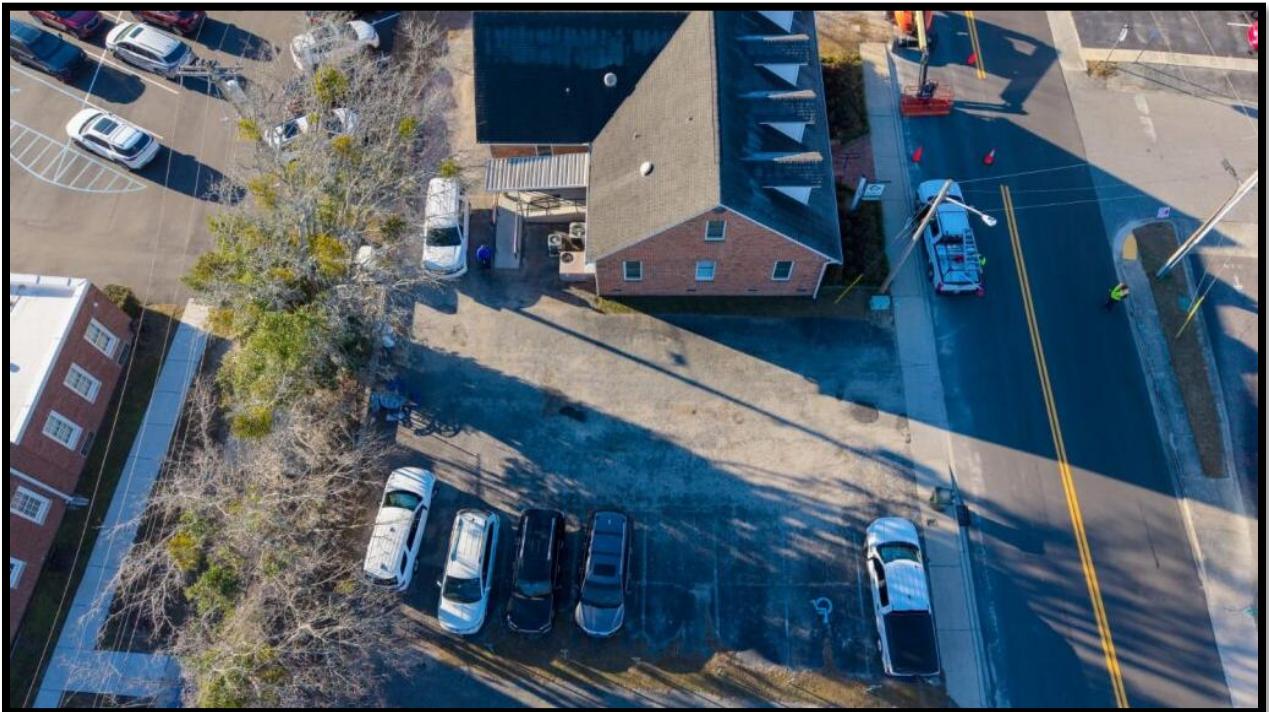
BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



*Image 4: Aerial view of the subject property depicting placement of existing physical improvements*



*Image 5: Aerial view of the side façade, yard, and the intended expansion area*

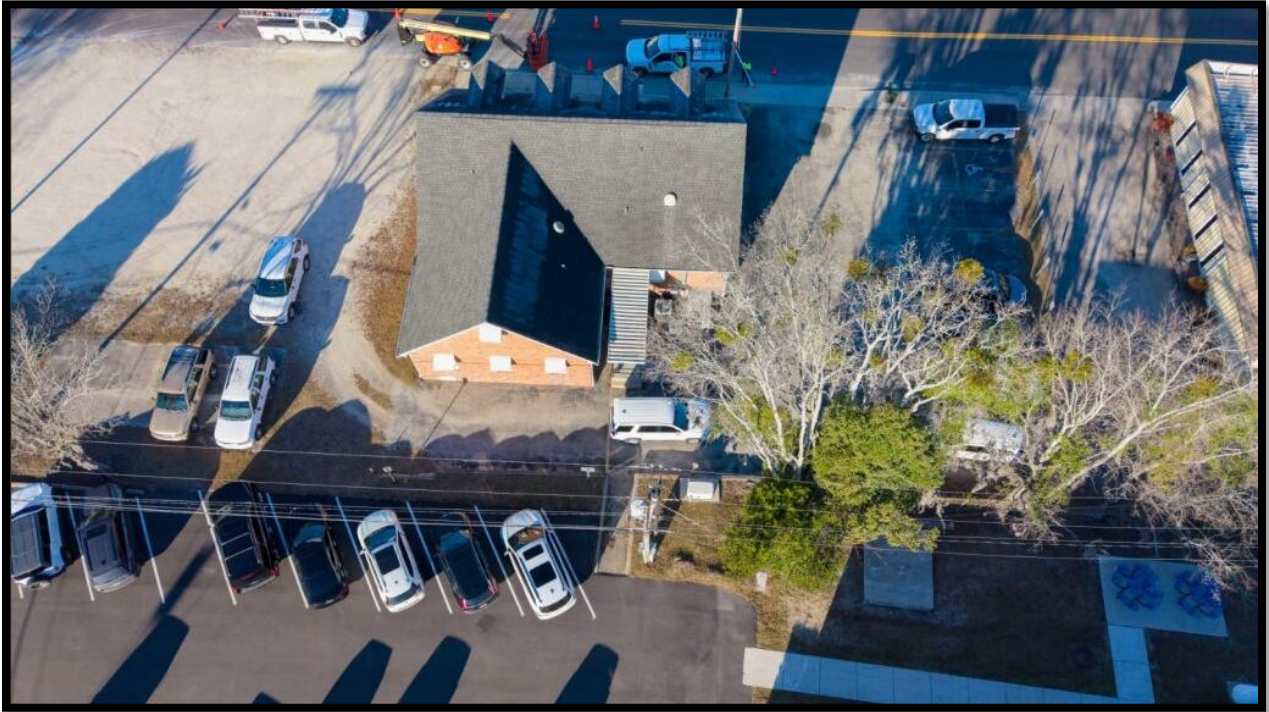




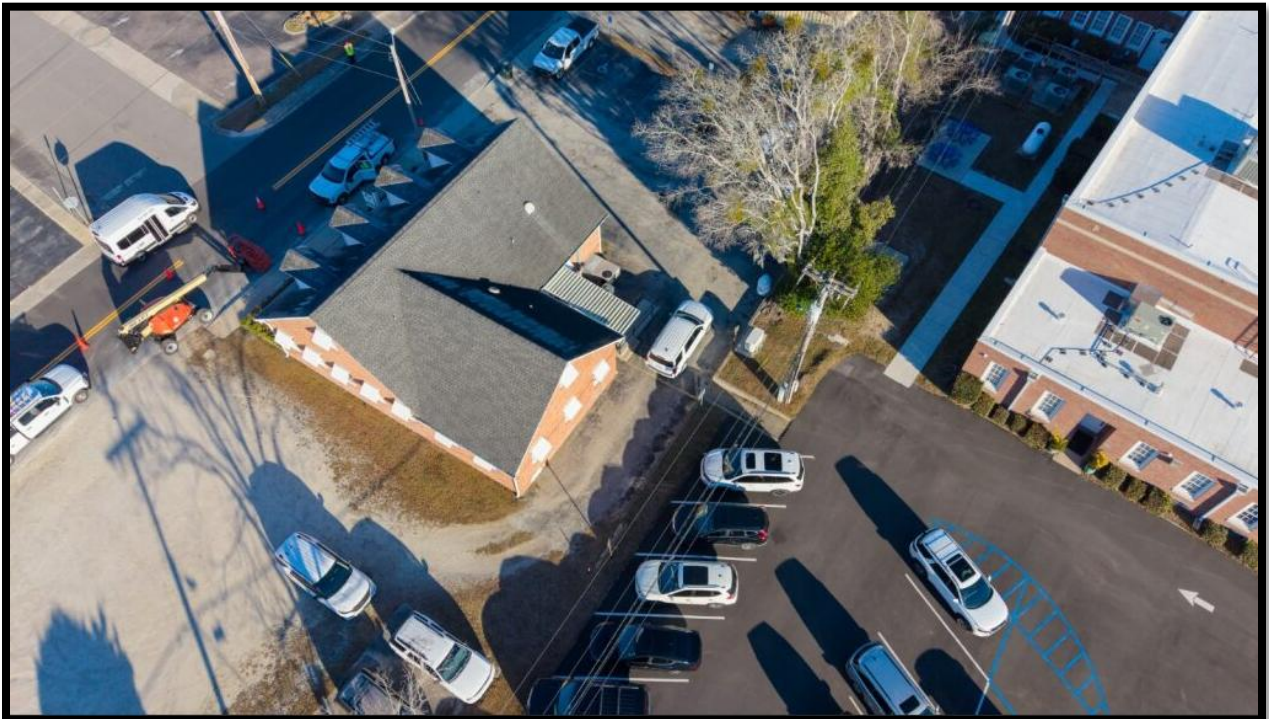
BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



*Image 6: Aerial view of rear facade depicting rear access drive and other existing physical improvements*



*Image 7: Aerial view of rear access drive and existing physical improvements*

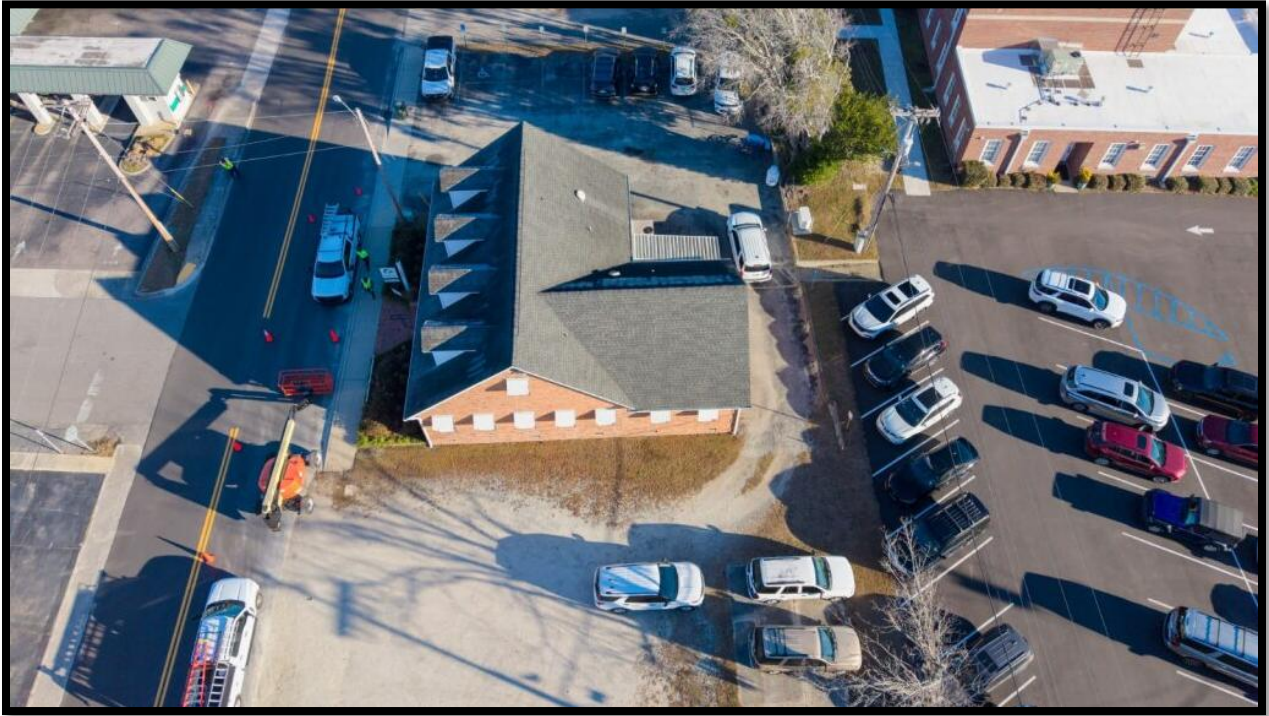




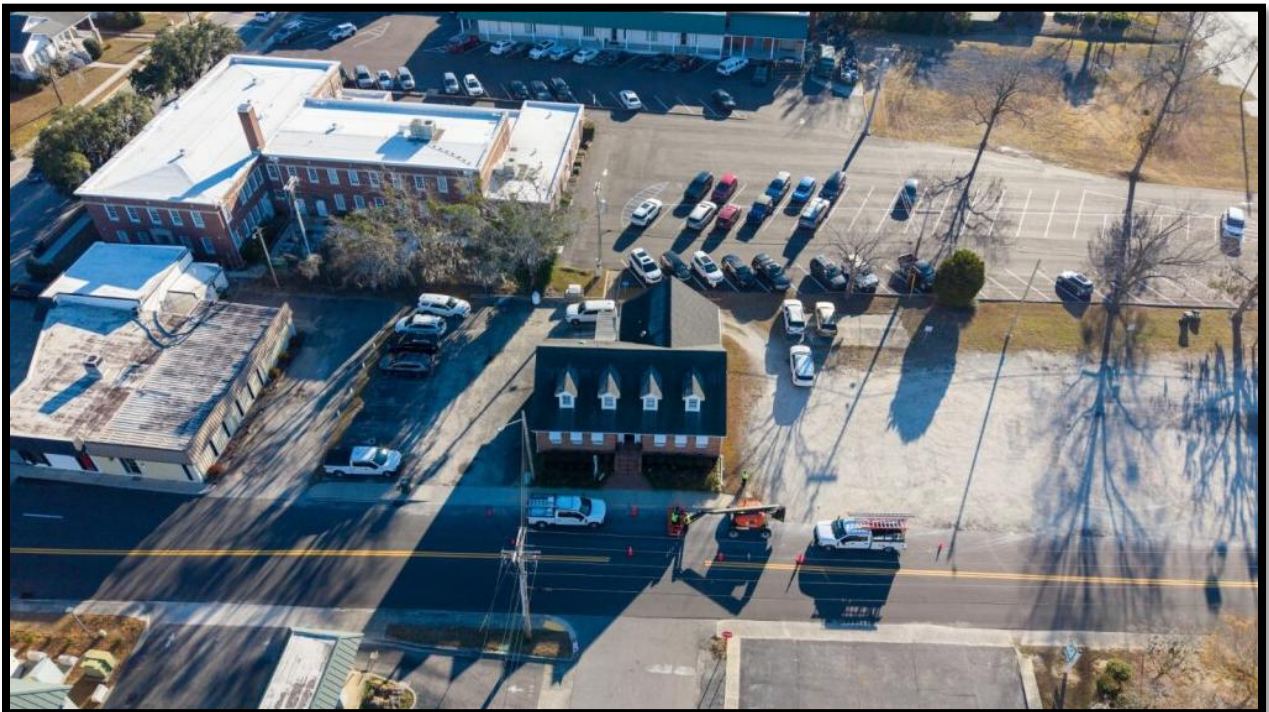
BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



*Image 8: Aerial view of side facade oriented to committed/programmed surface parking lot improvement*



*Image 9: Aerial view of front facade (foreground); existing apparently non-conforming buildings on adjacent lots (background)*





BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



*Image 10: Rear facade and existing vehicular access*



*Image 11: Intended expansion area and side façade; existing HVAC system also shown in background*





BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



*Image 12: Property stake (foreground); Rear facade and existing vehicular access drive (background)*



*Image 13: Vehicular access drive (foreground); rear-served building on adjacent lot (background)*

Further, there are no other locations to support this expansion. The Coroner's Office is unable to expand onto the opposite façade and into the adjoining property, TMS 142-07-02-009, due to a programmed/committed surface parking lot that is intended to serve the Coroner's Office, the public, downtown businesses, as well as multiple public agencies, including the Town of Moncks Corner. Please refer to the enclosed exhibits.

**b) These conditions do not generally apply to other property in the vicinity;**

There are no other properties in the vicinity that are bound by the same physical constraints, conditions, and operational demands. As noted previously, the developable area of the site is constrained by the subject parcel's narrow lot width and placement and configuration of the existing building, HVAC system, and vehicular access. Further, the intended expansion is tailored to address current and increasing public service demands, prevailing accreditation standards, and





considerations related to safety, security, and accessibility unique to the both the operation of the Coroner's Office and the site in question.

**c) Because of these conditions, the application of the ordinance to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property; and**

The typical primary structure setback requirements effectively prohibit and unreasonably restrict our ability to construct an expansion that is functional, compliant with prevailing accreditation standards, operationally efficient, safe, secure, and accessible and, as such, deliver essential public services.

**d) The authorization of the variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by the granting of the variance.**

Authorization of the variance will neither be of substantial detriment to adjacent property or the public good nor will the character of the district be harmed. The proposed building orientation is intended to screen service functions and provide privacy. In addition, a privacy fence is intended to be installed along the rear of the site where not encumbered by the building to provide additional screening. The expansion will be similar to the existing facility in architectural style, form, and building frontage orientation so to blend within the fabric of Downtown and maintain a walkable, pedestrian-scale orientation.

Upon visual assessment in the field and per aerial imagery, the adjacent parcels contain primary buildings that appear not to conform to prescribed primary structure setback requirements. In fact, the adjacent parcel to the north contains an apparently non-conforming building that maintains a rear access configuration similar to the configuration of access contemplated by this request. In the broader context of Downtown Moncks Corner, many parcels contain buildings that are characteristic of a historic downtown and, as such, appear not to conform to prescribed primary structure setback standards.

For the reasons identified above, the expansion will be compatible in the context of the area concerned.

Lastly, as we are seeking this request in order to proceed with this critical expansion and deliver essential public services, it is our finding that it supports the public good.

Additional graphics follow.



BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



Image 14: Graphic showing buildings on adjacent parcels that appear not to conform to typical primary structure setbacks



BERKELEY  
COUNTY SC

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

BERKELEY COUNTY  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



*Image 15: Image of the apparently non-conforming building located on the adjacent parcel to the north that maintains rear accessibility similar to what is proposed herein.*





**BERKELEY  
COUNTY SC**

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

**BERKELEY COUNTY**  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461



*Image 16: Image of the primary buildings located on the adjacent parcels that appear not to meet typical primary structure setbacks*

- i. **The board may not grant a variance the effect of which would be to allow the establishment of a use not otherwise permitted in a zoning district, to extend physically a nonconforming use of land, or to change the zoning district boundaries shown on the official zoning map. The fact that property may be utilized more profitably, should a variance be granted, may not be grounds for a variance.**

The use intended by the expansion was authorized by the BZA via Special Exception on December 3, 2024. The reasons for the variance are described in the preceding sections. We are seeking this request in order to proceed with this critical expansion and deliver essential public services. The request is not made to utilize the property more profitably.



**BERKELEY  
COUNTY SC**

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

**BERKELEY COUNTY**  
PLANNING AND ZONING DEPARTMENT  
Alison Simmons, AICP, Director  
P.O. Box 6122  
1003 Highway 52  
Moncks Corner, SC 29461

- ii. **In granting a variance, the board may attach to it such conditions regarding the location, character or other features of the proposed building, structure, or use as the board may consider advisable to protect established property values in the surrounding area, or to promote the public health, safety, or general welfare;**

Understood.

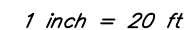
We appreciate the Board's consideration of this request.

Sincerely,

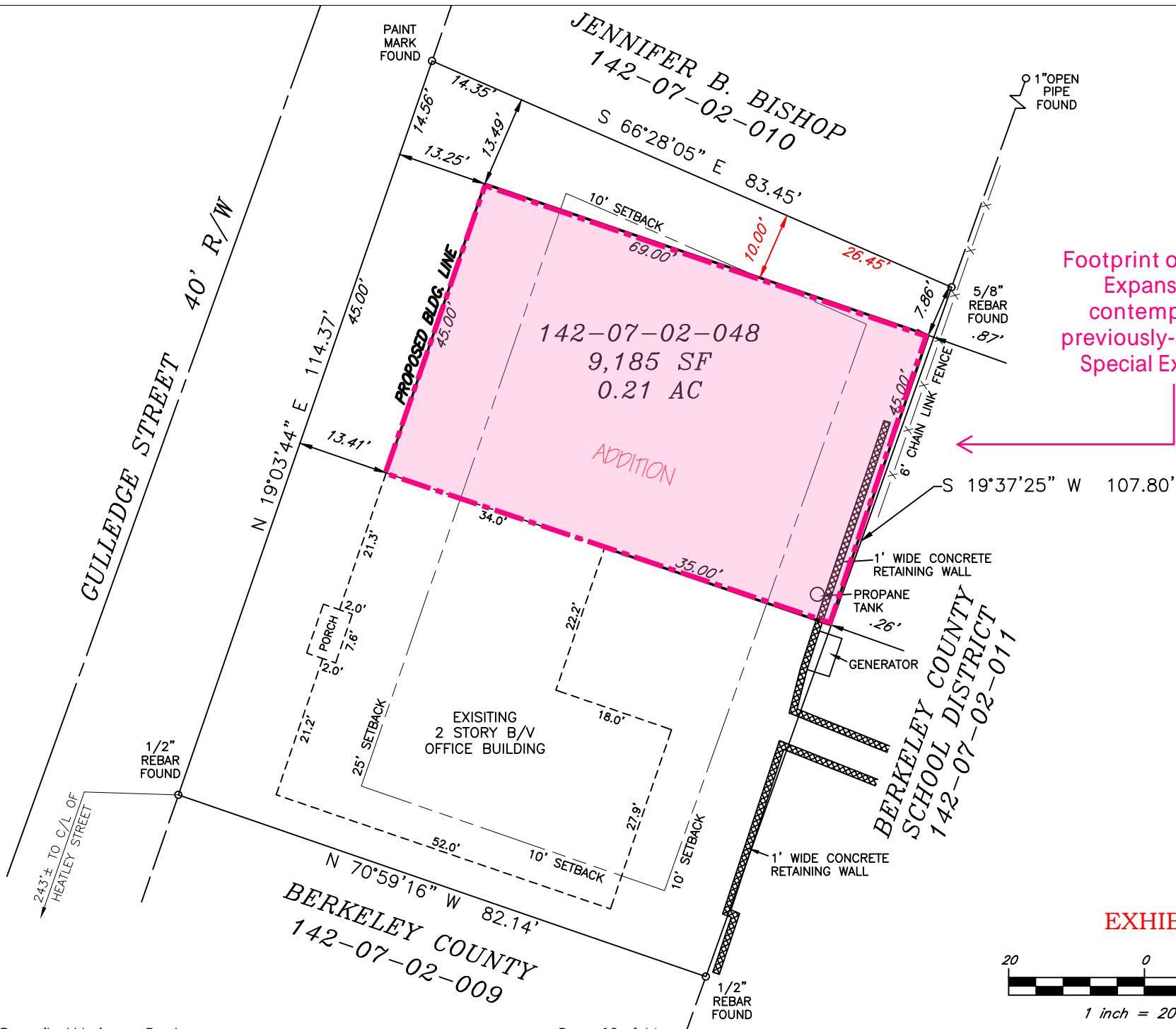
Alison R. Simmons, AICP, Planning and Zoning Director  
[Alison.Simmons@BerkeleyCountySC.Gov](mailto:Alison.Simmons@BerkeleyCountySC.Gov)  
843.719.4164

CC: Mr. Darnell Hartwell, Berkeley County Coroner  
Justin Westbrook, Community Development Director  
Carter France, Town Planner

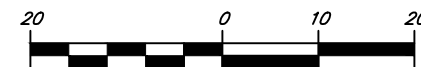
Encl: Site Plan  
As-Built Survey  
Conceptual Building Floorplan(s)  
Conceptual Surface Parking Lot Schematic for Adjacent Parcel(s)  
IACME Accreditation Standards  
Letter(s) of Support







EXHIBIT



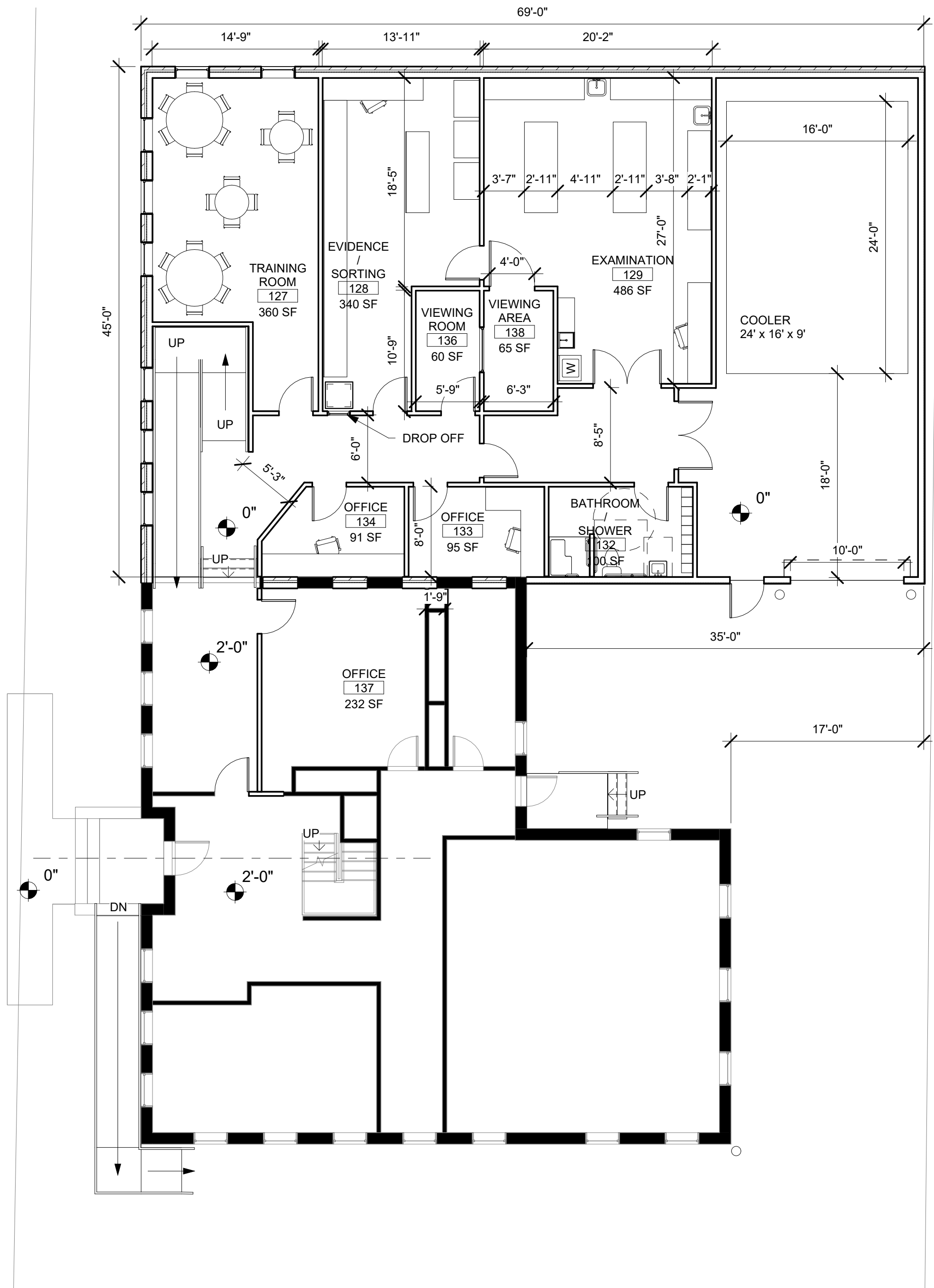
1 inch = 20 ft



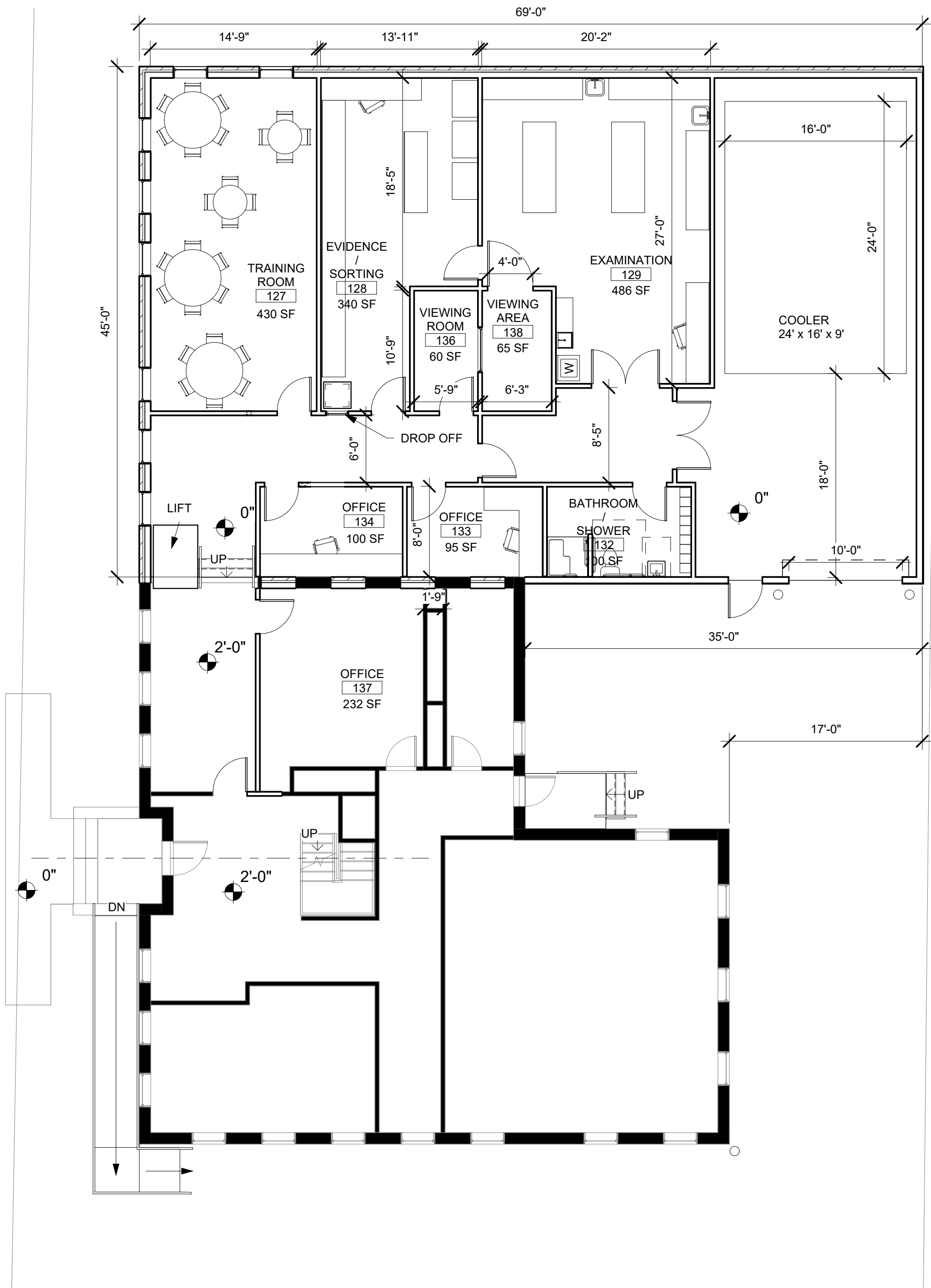
ANY UNAUTHORIZED USE OR REPRODUCTION IS SUBJECT TO LEGAL PROSECUTION. POSSESSION IN ANY FORM CONSTITUTES ACCEPTANCE OF THESE CONDITIONS.

ALL DESIGNS, DRAWINGS AND SPECIFICATIONS DEPICTED ON THIS SHEET ARE PROPERTY OF GJS ARCHITECTURE, LLC. COPYRIGHT 2025.

NOTE: ALL DIMENSIONS ARE SPECULATIVE, PENDING FURTHER ON-SITE VERIFICATION



3 PROPOSED FIRST FLOOR PLAN  
1/8" = 1'-0"



1 PROPOSED FIRST FLOOR PLAN (ALTERNATE 1)  
1/8" = 1'-0"

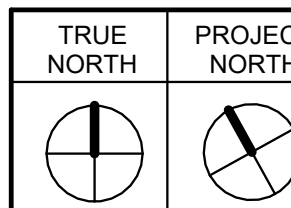
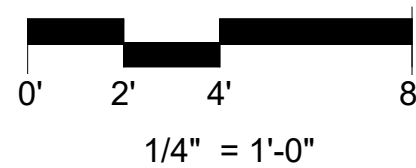
## GENERAL NOTES

- SEE SHEET A001 FOR WALL TYPES
- VERIFY UNTAGGED WALL TYPES W/ ARCHITECT. SEE ENLARGED PLANS FOR WALL TAGS.
- WALL CHANGES OCCUR AT CORNERS
- SEE SHEETS A601 FOR DOOR SCHEDULE, DOOR TYPES, AND DETAILS
- SEE SHEET A601 FOR FINISH SCHEDULE
- DIMENSIONS ARE TO FACE OF METAL STUD AND CENTER OF STRUCTURAL COMPONENTS UNLESS NOTED OTHERWISE
- HOLD MEANS FACE OF FINISHED WALL TO FACE OF FINISHED WALL
- CLEAR MEANS AT LEAST MINIMUM DIMENSION INDICATED
- FLOOR ELEVATIONS GIVEN DERIVE FROM TYPICAL FIRST FLOOR ELEVATION NOMINALLY LABELED AS 0'-0". FLOOR LEVEL CHANGES ARE FROM THIS REFERENCE ELEVATION
- COORDINATE LAYOUT OF BUILDING AND STRUCTURAL GRID WITH ARCHITECT IN FIELD
- THROUGH-WALL PENETRATIONS FOR UTILITY SERVICES SHALL NOT COMPROMISE THE RATINGS OF RATED WALLS
- EXTEND ALL FIRE RATED WALLS TO STRUCTURAL DECK ABOVE, SEAL GAPS AND PENETRATIONS WITH FIRE STOPPING
- IF A RENOVATION, CONTRACTOR IS TO VERIFY LOCATION OF ALL EXISTING WALLS, NOTIFY ARCHITECT OF ANY DISCREPANCY. REPAIR WALLS WHERE EXISTING IS REMOVED
- ALL FURNITURE IS BY OWNER UNLESS NOTED OTHERWISE
- CONFIRM UTILITIES UNDER NEW SLAB
- ALL EXTERIOR WALLS ARE R-19 MIN., R-30 AT ROOF AREAS. ENSURE FULLY ENCLOSED INSULATION BLDG ENVELOPE UNLESS NOTED OTHERWISE
- PROVIDE DRYWALL EXPANSION JOINTS WHERE WALL IS GREATER THAN 30' IN LENGTH W/OUT A CHANGE IN PLANE, SEE DETAIL ON SHEET A001; COORDINATE FINAL LOCATION W/ ARCHITECT

## LEGEND

- INTERIOR STUD WALL, SEE A002 FOR WALL TYPES
- EXISTING PARTITION
- 1 HOUR FIRE-RATED PARTITION
- SOFFIT OVERHEAD

CONCEPTUAL; MAY BE SUBJECT TO CHANGE



3251 LANDMARK DRIVE, SUITE 241  
NORTH CHARLESTON, SC 29418  
843-722-4334 (T)  
843-722-4135 (F)



## CORONER'S OFFICE

102 GULLEDGE STREET,  
MONCK'S CORNER, SC 29461



REVISIONS		
MARK	DATE	DESCRIPTION

PROJECT NO:	04.18.2023
DATE:	10.03.2025
DRAWN BY:	JZ
CHECKED BY:	RVG
PHASE:	PROGRAMMING / MASTERPLANNING

DRAWING TITLE

FLOOR PLAN

DRAWING NUMBER

A101  
NOT FOR CONSTRUCTION



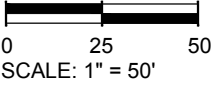
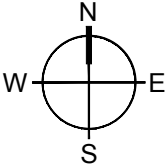
CONCEPTUAL, SUBJECT TO  
CHANGE



PARKING COUNT	158 SPACES
SPACE DEPTH	18'
SPACE WIDTH	9'
DRIVE AISLE	24'



PROJECT NAME: GULLEDGE AND HEATLEY ST  
PROJECT #: 11339  
PROJECT LOCATION: MONCK'S CORNER, SC  
DATE: 04/22/2025



CONCEPTUAL  
PARKING EXHIBIT 1





## **A. Agency Practices**

### **1. Professional Membership**

- |                                                                                                                                                                                              |     |    |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. The chief medicolegal officer should be a member in good standing with the IACME.                                                                                                         | Yes | No | N/A |
| b. The chief medicolegal officer, the lead medicolegal death investigator, or a manager within the medicolegal death investigative group shall be a member in good standing with the IACME.+ | Yes | No |     |

### **2. Agency Contact Information**

- |                                                                                                                                                                                            |     |    |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. The medicolegal death investigation agency's contact information shall be published online. This information shall include phone number, email address, and web address.+               | Yes | No |     |
| b. Each medicolegal death investigator shall have an official agency email address, or the agency shall provide a singular departmental email address that all investigators can use.+     | Yes | No |     |
| c. The chief medicolegal officer and any investigative personnel should have official business cards with agency contact information.                                                      | Yes | No | N/A |
| d. The agency shall have a written policy regarding the returning of calls and emails within a specified and reasonable time frame.+                                                       | Yes | No |     |
| e. The agency should have a brochure (digital or printed) or a handout explaining the medicolegal death investigation process and its estimated timeline that can be provided to families. | Yes | No | N/A |

### **3. Facility Space and Equipment**

- |                                                                                                                                                                                               |     |    |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--|
| a. The agency shall have an official facility and provide enough storage space so that items are not stacked in hallways or open areas, and are maintained in a safe and appropriate manner.+ | Yes | No |  |
| b. The facility shall include a workspace for all administrative personnel.+                                                                                                                  | Yes | No |  |
| c. The facility shall include a workspace for all investigative personnel.+                                                                                                                   | Yes | No |  |



# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                                         |     |    |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| d. The facility shall include a workspace for all forensic personnel, if applicable. +                                                                                                                                  | Yes | No |     |
| e. The facility shall have access to a gathering space for office functions (e.g., training areas, break rooms). +                                                                                                      | Yes | No |     |
| f. The facility shall have a workspace, free of confidential and sensitive information, for meeting with families. +                                                                                                    | Yes | No |     |
| g. The agency shall provide computers, internet, and phones for personnel. +                                                                                                                                            | Yes | No |     |
| h. The agency shall provide all personnel with sufficient administrative, investigative, and forensic equipment or resources to successfully conduct their assigned medicolegal death investigation responsibilities. + | Yes | No |     |
| i. The agency shall have an electronic case management system. +                                                                                                                                                        | Yes | No |     |
| j. The agency should have access to relevant resources and/or academic journals.                                                                                                                                        | Yes | No | N/A |

## 4. Facility Security and Safety

- |                                                                                                                                                                                    |     |    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--|
| a. The facility shall have security measures in place, including controlled access for personnel and the public. +                                                                 | Yes | No |  |
| b. The facility shall have posted building diagram(s) showing evacuation routes. +                                                                                                 | Yes | No |  |
| c. Administrative and morgue areas shall be separated by sealed doors for odor and biohazard control. +                                                                            | Yes | No |  |
| d. The facility shall have first aid kit(s) including defibrillators and naloxone readily accessible to personnel, with first aid kit(s) and defibrillators mounted and visible. + | Yes | No |  |
| e. Work areas shall be maintained in a safe and appropriate manner. +                                                                                                              | Yes | No |  |



# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                      |     |    |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| f. The agency shall have access to 24-hour locked storage for collected evidence and property. +                                                                     | Yes | No |     |
| g. The facility shall have a secure, lockable location with controlled access for case files. +                                                                      | Yes | No |     |
| h. The facility shall have appropriate lighting in all work areas. +                                                                                                 | Yes | No |     |
| i. The facility shall have a documented preventive maintenance program in place (e.g., heating, ventilation, and air conditioning [HVAC]; electrical; mechanical). + | Yes | No |     |
| j. The facility shall have appropriate heating, ventilation, and air conditioning (HVAC) systems to accommodate the facility space and caseload. +                   | Yes | No |     |
| k. The facility shall have routine cleaning performed. +                                                                                                             | Yes | No |     |
| l. The facility should have backup generator capabilities for essential functions.                                                                                   | Yes | No | N/A |
| m. The agency shall have a written policy covering cyber security protocols, internet use and password protection. +                                                 | Yes | No |     |

## 5. Agency Policies and Procedures

- |                                                                                                                                                                                                                                                                                                                                                                                           |     |    |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--|
| a. The agency shall have a policy and procedure manual that contains standards of internal operating procedures or guidelines. This manual shall be accessible to personnel and shall include coroner/medical examiner statutes as applicable. This manual shall be reviewed with approval documented biannually, by the chief medicolegal officer or their designee within management. + | Yes | No |  |
| b. The agency shall make all applicable human resources guidelines available for personnel. +                                                                                                                                                                                                                                                                                             | Yes | No |  |
| c. The agency shall have a written policy for reporting to appropriate public agencies decedents with, and personnel exposures to, suspected contagious diseases. +                                                                                                                                                                                                                       | Yes | No |  |



# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                                                                                         |     |    |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| d. The agency shall have a written policy for handling religious or cultural sensitivity and autopsy objections.+                                                                                                                                                       | Yes | No |     |
| e. The agency shall have a written policy regarding media relations.+                                                                                                                                                                                                   | Yes | No |     |
| f. The agency shall have a written policy describing which case types shall be examined by a forensic pathologist.+                                                                                                                                                     | Yes | No |     |
| g. The agency shall have a written policy describing which cases will be investigated and the level of investigation that will be conducted.+                                                                                                                           | Yes | No |     |
| h. The agency shall have a written policy for adjudicating family complaints, including appeals regarding autopsy performance and cause and manner of death determinations.+                                                                                            | Yes | No |     |
| i. The agency shall have a written policy defining law enforcement related and in-custody deaths, their special investigative considerations, and case postmortem examination requirements.+                                                                            | Yes | No |     |
| j. The agency shall have a written policy defining case types that require a scene response.+                                                                                                                                                                           | Yes | No |     |
| k. The agency shall have an organizational chart delineating clear lines of authority for decision-making.+                                                                                                                                                             | Yes | No |     |
| l. The agency should operate in accordance with all medicolegal death investigation-related standards posted within the National Institute of Standards and Technology (NIST) Organization of Scientific Area Committees for Forensic Science (OSAC)-approved registry. | Yes | No | N/A |
| m. The agency shall have a written policy on handling workplace injuries.+                                                                                                                                                                                              | Yes | No |     |

## **6. Records, Property and Evidence Storage, Release, and Retrieval Policies and Procedures**

- |                                                                                                           |     |    |  |
|-----------------------------------------------------------------------------------------------------------|-----|----|--|
| a. The agency shall have a written policy covering record storage, maintenance, retrieval, and security.+ | Yes | No |  |
|-----------------------------------------------------------------------------------------------------------|-----|----|--|





# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                               |     |    |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| b. The facility shall have a minimum of 5 years of records on-site and physically retrievable or electronically accessible. +                                                 | Yes | No |     |
| c. The agency shall have a written policy describing property and evidence collection, inventory, storage, and disposition, including prescription drugs and illicit drugs. + | Yes | No |     |
| d. The agency shall document all deaths reported, including those accepted and declined for investigation. +                                                                  | Yes | No |     |
| e. The agency shall have a written policy describing the criteria used to determine case jurisdiction (accepted or declined) in all case reports. +                           | Yes | No |     |
| f. The agency shall maintain a case numbering system or other unique identifier that is used to track all components of a case. +                                             | Yes | No |     |
| g. The agency shall have a written policy regarding completion times for all reports. +                                                                                       | Yes | No |     |
| h. The agency shall have a written policy regarding chain of custody. +                                                                                                       | Yes | No |     |
| i. The agency shall have a written policy regarding confidentiality, including use of social media. +                                                                         | Yes | No |     |
| j. The agency shall have a written policy regarding the release of information, reports, photographs, and documents. +                                                        | Yes | No |     |
| k. The agency shall have a written policy regarding the handling, secured storage, and disposition of currency. +                                                             | Yes | No |     |
| l. The agency shall have a written policy regarding the collection and storage of specimens for DNA analysis. +                                                               | Yes | No |     |
| m. The agency should have access to and should review prescription drug monitoring program (PDMP) data on all suspected or confirmed drug-related deaths, if allowed by law.  | Yes | No | N/A |



# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                     |     |    |
|-------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| n. The agency shall have a written policy covering record and case file transfer to a new administration.+                          | Yes | No |
| o. The agency shall have a written policy regarding record retention.+                                                              | Yes | No |
| p. The agency shall have a written policy for the transfer of records to the newly elected or appointed chief medicolegal officer.+ | Yes | No |

## 7. Annual Reporting

- |                                                                                                                                                                            |     |    |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. The agency shall prepare an annual report with descriptive and statistical data.+                                                                                       | Yes | No |     |
| b. The agency shall produce an annual report containing the population served, coroner/medical examiner statutes, and a narrative description of the jurisdiction served.+ | Yes | No |     |
| c. The annual report shall contain the number of deaths reported to the agency.+                                                                                           | Yes | No |     |
| d. The annual report shall contain the number of cases investigated by the agency.+                                                                                        | Yes | No |     |
| e. The annual report shall contain the number of cases by manner of death.+                                                                                                | Yes | No |     |
| f. The annual report shall contain the number of cases by "general" cause of death (within each manner-of-death category).+                                                | Yes | No |     |
| g. The annual report shall contain the number of cases in which medicolegal death investigators performed a scene investigation.+                                          | Yes | No |     |
| h. The annual report should contain the number of decedents transported by and/or to the facility.                                                                         | Yes | No | N/A |
| i. The annual report shall contain the number of autopsies (full or partial) and external examinations performed.+                                                         | Yes | No |     |



# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                         |     |    |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| j. The annual report shall contain the number of cases where toxicology testing was performed.+                                                                                                         | Yes | No |     |
| k. The annual report shall contain the number of decedents remaining unidentified at the end of the reporting year.+                                                                                    | Yes | No |     |
| l. The annual report should contain the number of referrals made to organ, tissue and eye procurement organizations. It should also contain the number of procurements by those organizations on cases. | Yes | No | N/A |
| m. The annual report shall contain the number of decedents remaining unclaimed at the end of the reporting year.+                                                                                       | Yes | No |     |
| n. The annual report shall contain the number of exhumations ordered by the medicolegal death investigation agency during the reporting year.+                                                          | Yes | No |     |
| o. The most current annual report shall be available to the public (i.e., published on the state or county website).+                                                                                   | Yes | No |     |
| p. The annual report shall contain the number of total deaths in the geographic jurisdiction served.+                                                                                                   | Yes | No |     |
| q. The annual report shall contain the number of cremations approved by the agency, if applicable.+                                                                                                     | Yes | No |     |
| r. The annual report shall contain the number of deaths of infants and youths (birth-age 17), categorized by manner of death.+                                                                          | Yes | No |     |
| s. The annual report shall contain the number of law enforcement-involved and in-custody deaths, categorized by manner of death.+                                                                       | Yes | No |     |
| t. The annual report should contain the number of death notifications conducted by the agency.                                                                                                          | Yes | No | N/A |

## 8. Quality Assurance

- |                                                                                                                        |     |    |  |
|------------------------------------------------------------------------------------------------------------------------|-----|----|--|
| a. The agency shall have a written policy regarding quality assurance for determination of cause and manner of death.+ | Yes | No |  |
|------------------------------------------------------------------------------------------------------------------------|-----|----|--|



# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                                            |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| b. The agency shall have a written policy regarding case and report reviews (investigative and autopsy).+                                                                                                                  | Yes | No |
| c. The agency shall track case report status (e.g., complete vs. pending).+                                                                                                                                                | Yes | No |
| d. The agency shall require a criminal background check for all new personnel.+                                                                                                                                            | Yes | No |
| e. The agency shall have a written policy requiring an annual review of unidentified cases.+                                                                                                                               | Yes | No |
| f. The agency shall have a written policy regarding notifying next of kin.+                                                                                                                                                | Yes | No |
| g. The agency shall have a written policy regarding decedent identification methods.+                                                                                                                                      | Yes | No |
| h. The agency shall complete death certificates consistent with Centers for Disease Control and Prevention (CDC) and/or state vital reporting guidelines (e.g., listing specific drugs to which the death is attributed).+ | Yes | No |
| i. Of all final death certificates, 90% shall be completed within 120 days.+                                                                                                                                               | Yes | No |
| j. Cause of death recorded in the autopsy and investigative reports shall be consistent with what is stated on the death certificate.+                                                                                     | Yes | No |
| k. The agency shall conduct an independent investigation separate from law enforcement or other investigative entities.+                                                                                                   | Yes | No |

## 9. Public Service and Public Health/Safety

- |                                                                                                                              |     |    |     |
|------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. The agency shall provide periodic public education when requested by organization such as schools, clubs, hospitals.+     | Yes | No |     |
| b. The agency should provide training to law enforcement, emergency medical services (EMS), fire departments, and hospitals. | Yes | No | N/A |





# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- 
- |                                                                                                                                                                                                                                                                                                                                 |     |    |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| c. The agency shall have a written policy regarding the collection and destruction of the decedent's medications and illicit drugs at scenes to which the agency responds. +                                                                                                                                                    | Yes | No |     |
| d. The agency shall ensure that all unidentified decedents are entered into the National Missing and Unidentified Persons System (NamUs.gov). +                                                                                                                                                                                 | Yes | No |     |
| e. The agency shall coordinate with law enforcement to report data on unidentified decedents to the National Crime Information Center (NCIC). +                                                                                                                                                                                 | Yes | No |     |
| f. The agency shall participate in local or state-level child fatality review teams. +                                                                                                                                                                                                                                          | Yes | No |     |
| g. The agency should participate in local, state and federal-level data collection efforts or other multidisciplinary review teams, if applicable (e.g., National Violent Death Reporting System [NVDRS], State Unintentional Drug Overdose Reporting System [SUDORS], overdose fatality review team, elder abuse review team). | Yes | No | N/A |
| h. The agency shall ensure that all unclaimed decedents, for whom no family was located, are entered into the National Missing and Unidentified Persons System (NamUs.gov). +                                                                                                                                                   | Yes | No |     |
| i. The agency shall contact the Occupational Safety and Health Administration (OSHA) when appropriate cases arise. +                                                                                                                                                                                                            | Yes | No |     |

## 10. Organ and Tissue Donation

- |                                                                                                                      |     |    |
|----------------------------------------------------------------------------------------------------------------------|-----|----|
| a. The agency shall have a written policy regarding collaboration with organ and tissue procurement organizations. + | Yes | No |
| b. The agency shall make efforts to cooperate with organ and tissue procurement organizations. +                     | Yes | No |

## 11. Mass Fatality Planning

- |                                                                                                                                                                                                                               |     |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| a. The agency shall implement a comprehensive disaster preparedness or mass fatality plan that shall be reviewed with approval documented biannually, by the chief medicolegal officer or their designee within management. + | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|



# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                         |     |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| b. The agency shall have written agreement(s) (memorandum of understanding [MOU], interagency agreement [IAA], etc.) regarding access to and use of needed resources in the event of a mass fatality.+  | Yes | No |
| c. The chief/lead investigator shall complete, at a minimum, Incident Command System (ICS) courses offered by the Federal Emergency Management Agency (FEMA), including ICS-100, ICS-200, and ICS-700.+ | Yes | No |
| d. The agency shall participate in mass fatality drills, tabletop exercises, and functional drills annually.+                                                                                           | Yes | No |
| e. The agency shall coordinate with surrounding jurisdictions regarding mass fatality planning.+                                                                                                        | Yes | No |
| f. The agency shall maintain contact information for pertinent officials and offices in case of a mass fatality incident.+                                                                              | Yes | No |
| g. The agency mass fatality plan shall address collection of data for missing persons reports (e.g., call center).+                                                                                     | Yes | No |
| h. The agency shall have a mass fatality case or data management process (e.g., manual or electronic).+                                                                                                 | Yes | No |
| i. The agency mass fatality plan shall include protocols for establishing, staffing, maintaining, and running a victim identification center (VIC) within the family assistance center (FAC).+          | Yes | No |

## 12. Personnel Safety and Training

- |                                                                                                                                                                                                    |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| a. The agency shall have a written policy to ensure compliance with government safety standards, including exposure to biohazards.+                                                                | Yes | No |
| b. The agency shall provide for and document personnel training, including new personnel orientation, ongoing and annual training, field training, and continuing education (CE).+                 | Yes | No |
| c. The chief/lead investigator shall be registered by the American Board of Medicolegal Death Investigators (ABMDI) or its Forensic Specialties Accreditation Board (FSAB)-accredited equivalent.+ | Yes | No |





# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- 
- |                                                                                                                                                                                                                            |     |    |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| d. The majority of the medicolegal death investigators should be registered by the American Board of Medicolegal Death Investigators (ABMDI) or its Forensic Specialties Accreditation Board (FSAB)-accredited equivalent. | Yes | No | N/A |
| e. The agency shall require and support opportunities for annual continuing education (CE) for investigative personnel.+                                                                                                   | Yes | No |     |
| f. The agency shall require all volunteer workers to follow the same policies and procedures followed by paid personnel performing similar duties.+                                                                        | Yes | No |     |
| g. The agency shall provide information and access to mental health and wellness resources for personnel.+                                                                                                                 | Yes | No |     |
| h. The agency shall provide and document training to personnel on conducting death notifications.+                                                                                                                         | Yes | No |     |



## B. Investigative Practices

### 1. Investigations

- |                                                                                                                                                                                                                                                                            |     |    |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. The agency shall have a written policy regarding reporting of deaths and accepting or declining jurisdiction.+                                                                                                                                                          | Yes | No |     |
| b. The agency shall have a written policy on scene investigation. This policy shall be consistent with the National Institute of Justice (NIJ) scene investigation guidelines.+                                                                                            | Yes | No |     |
| c. A medicolegal death investigator shall be available 24 hours a day, 7 days a week, and 365 days a year to respond to calls for service and scene investigation.+                                                                                                        | Yes | No |     |
| d. The agency shall have a written policy regarding infant death investigation. This policy shall be consistent with the Centers for Disease Control and Prevention (CDC) Sudden Unidentified Infant Death Investigation (SUIDI) guidelines (i.e., SUIDI Reporting Form).+ | Yes | No |     |
| e. The agency shall have a written policy regarding death investigations of children (older than 1 year).+                                                                                                                                                                 | Yes | No |     |
| f. The agency shall have a written policy regarding communication with next of kin in cases of sudden unexplained pediatric deaths and final death certification.+                                                                                                         | Yes | No |     |
| g. The agency should have a written policy regarding stakeholder agencies (e.g., healthcare facilities) allowing memorial keepsakes prior to autopsy in sudden, unexplained pediatric deaths.                                                                              | Yes | No | N/A |
| h. The agency shall have a written policy regarding interaction between the next of kin and the decedent (holding, touching, etc.) prior to autopsy in cases of suspicious and non-suspicious pediatric deaths.+                                                           | Yes | No |     |
| i. Doll re-enactments shall be attempted in all cases of sudden unexplained infant death. Cases with extenuating circumstances not allowing re-enactment shall be well documented.+                                                                                        | Yes | No |     |





# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- 
- |                                                                                                                                                                                |     |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| j. The agency shall request and review emergency medical services (EMS) reports, law enforcement records, emergency department records, and hospital records when available. + | Yes | No |
| k. The agency shall have a written policy regarding formal pronouncement or field declaration of death. +                                                                      | Yes | No |
| l. The agency shall have a written policy regarding the transfer of case information across shifts or supervisors. +                                                           | Yes | No |
| m. Paper, Tyvek or equivalent breathable bags shall be used to protect hands of suspected homicide victims and suspicious deaths when indicated. +                             | Yes | No |
| n. Body bags shall be secured and sealed by the medicolegal death investigator for all deaths where the agency takes possession of the remains (as appropriate). +             | Yes | No |
| o. The agency shall have a written policy regarding communication of investigative findings with law enforcement agencies. +                                                   | Yes | No |
| p. The medicolegal death investigator shall conduct and document postmortem evaluations, including postmortem changes of the decedent. +                                       | Yes | No |
| q. The agency shall have a written policy regarding the documentation, collection, transport, storage, and disposition of currency from the scene. +                           | Yes | No |
| r. The agency shall have a written policy regarding the documentation, collection, transport, storage, and disposition of prescription medications from the scene. +           | Yes | No |
| s. The agency shall have a written policy regarding the documentation, collection, transport, storage, and disposition of illicit drugs from the scene. +                      | Yes | No |
| t. The agency shall provide appropriate personal protective equipment (PPE), including N95 masks (or equivalent), to personnel in sufficient quantities to avoid reuse. +      | Yes | No |



# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- 
- |                                                                                                                                                                                                                            |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| u. The agency shall have a written policy regarding the reporting of deaths of foreign nationals to the consulate of the country of citizenship (per the Vienna Convention, Article 37).+                                  | Yes | No |
| v. The agency shall have a written policy regarding the interviewing of witnesses, family members, and other associates in determining manner of death. All interviews shall be documented in the case file.+              | Yes | No |
| w. The agency shall have a written policy requiring the medicolegal death investigator to maintain custody of the decedent (at the scene) until transportation, if decedent is being transported for further examination.+ | Yes | No |
| x. The agency shall have a written policy regarding the release of the decedent's personal effects at the scene.+                                                                                                          | Yes | No |

## 2. Identification

- |                                                                                                                                                                                               |     |    |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. The agency shall have a written policy covering identification procedures.+                                                                                                                | Yes | No |     |
| b. The agency shall have a written policy regarding the use of fingerprints, DNA, forensic genetic genealogy, and radiological or dental documentation to establish positive identification.+ | Yes | No |     |
| c. The agency shall have a written policy regarding family members or friends making visual identification.+                                                                                  | Yes | No |     |
| d. The method of decedent identification shall be documented in the case file.+                                                                                                               | Yes | No |     |
| e. The agency should require a signed affidavit of identification by the next of kin or other informant confirming the contextual identification.                                             | Yes | No | N/A |
| f. The source of identification (e.g., government identification, license) shall be documented and a copy retained in the case file.+                                                         | Yes | No |     |
| g. The agency shall use certified professionals to conduct fingerprint comparisons (e.g. International Association of Identification [IAI]).+                                                 | Yes | No |     |



# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                                                                                                                                                              |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| h. The agency shall have access to postmortem imaging equipment. +                                                                                                                                                                                                                                                                           | Yes | No |
| i. The agency shall have access to DNA analysis performed by certified professionals. +                                                                                                                                                                                                                                                      | Yes | No |
| j. The agency shall have a written policy regarding the disposition of unidentified decedents. The policy shall include tasks to be completed prior to disposition: collect fingerprints, take photographs, document clothing and personal effects, examine and chart dentition, conduct postmortem imaging, and retain specimens for DNA. + | Yes | No |
| k. The agency shall establish scientific identification on all suspected homicides, when possible. +                                                                                                                                                                                                                                         | Yes | No |
| l. The agency shall establish scientific identification on all burned, severely decomposed decedents and on those who are visually unidentifiable, when scientifically possible. +                                                                                                                                                           | Yes | No |
| m. The agency shall request that a forensic autopsy be performed on all unidentified decedents, except for skeletal remains, which the forensic pathologist may defer to a forensic anthropologist. +                                                                                                                                        | Yes | No |
| n. The agency shall have a written policy regarding reassociation of partial remains recovered independently, including entry into the National Missing and Unidentified Persons System (NamUs.gov). +                                                                                                                                       | Yes | No |
| o. The agency shall have a written policy related to disposition of commingled remains and notification of next of kin. +                                                                                                                                                                                                                    | Yes | No |
| p. The agency shall have a written policy prohibiting the cremation or other permanent disposition of unidentified remains. +                                                                                                                                                                                                                | Yes | No |

### 3. Written and Supporting Documentation

- |                                                                        |     |    |
|------------------------------------------------------------------------|-----|----|
| a. Circumstances of death shall be documented on all reported cases. + | Yes | No |
|------------------------------------------------------------------------|-----|----|





# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                                                                                                                                                              |     |    |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| b. The agency shall have a written policy requiring medicolegal death investigators to complete a comprehensive written investigative report on all accepted cases, including the initial history of the fatal event, the essential facts and circumstances of the case, decedent "histories" (when appropriate), and any witness accounts.+ | Yes | No |     |
| c. The agency shall have a written policy requiring circumstantial and physical observations to be documented regarding the time of death.+                                                                                                                                                                                                  | Yes | No |     |
| d. Investigative scene information, circumstances, and reports shall be available to the forensic pathologist prior to autopsy.+                                                                                                                                                                                                             | Yes | No |     |
| e. Copies of death certificates certified by the agency shall be included in the case file or easily retrievable.+                                                                                                                                                                                                                           | Yes | No |     |
| f. Medical records shall be obtained on all jurisdictional cases when necessary.+                                                                                                                                                                                                                                                            | Yes | No |     |
| g. The agency should routinely obtain copies of first responders' reports (e.g., emergency medical services [EMS], fire, law enforcement, witness statement).                                                                                                                                                                                | Yes | No | N/A |
| h. Investigative reports shall include 911 call time, agency contact time, and scene arrival and departure times.+                                                                                                                                                                                                                           | Yes | No |     |
| i. The agency shall document the notification of next of kin (who, where, when).+                                                                                                                                                                                                                                                            | Yes | No |     |
| j. The agency shall have a written policy ensuring that autopsy reports are not altered by parties other than the authoring forensic pathologist.+                                                                                                                                                                                           | Yes | No |     |

## 4. Photographic Documentation

- |                                                                                                                                    |     |    |  |
|------------------------------------------------------------------------------------------------------------------------------------|-----|----|--|
| a. The agency shall have a written policy regarding the use, security, and storage of case photographs (including edit tracking).+ | Yes | No |  |
| b. Photographic media shall be secured and retrievable by case number.+                                                            | Yes | No |  |



# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- 
- |                                                                                                                                                                            |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| c. Investigative scene photographs shall be available to the forensic pathologist prior to autopsy. +                                                                      | Yes | No |
| d. The agency shall have a written policy requiring medicolegal death investigators to take scene photographs independent from other investigative agencies. +             | Yes | No |
| e. Close-up (identification) facial photographs shall be taken of all decedents physically examined. +                                                                     | Yes | No |
| f. Intermediate (orientation) photographs shall be taken at all scenes (e.g., to establish decedent condition, clothing, and position in relation to the overall scene). + | Yes | No |
| g. Distant photographs shall be taken at all scenes (e.g., to document the environment). +                                                                                 | Yes | No |
| h. The agency shall take photographs with and without scales in cases when no frame of reference is present. +                                                             | Yes | No |
| i. The agency shall have a written policy regarding digital media storage and backup schedules (i.e., off-site storage). +                                                 | Yes | No |
| j. The agency shall have a written policy regarding photograph retention. +                                                                                                | Yes | No |



# International Association of Coroners & Medical Examiners

Collaboration • Education • Accreditation

Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.

## C. Morgue Facilities

### 1. Decedent Handling and Transport

- |                                                                                                                                                                                                                       |     |    |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. The agency shall have a written policy regarding the tagging and labeling of the decedent and body bag for transportation.+                                                                                        | Yes | No |     |
| b. The agency shall have a written policy regarding safely handling the decedent, including biohazard precautions.+                                                                                                   | Yes | No |     |
| c. Decedents and/or body bags shall be appropriately tagged and secured prior to transport on all suspicious deaths (for chain of custody).+                                                                          | Yes | No |     |
| d. Body bags should be utilized in all cases that fall under the jurisdiction of the agency.                                                                                                                          | Yes | No | N/A |
| e. Decedent transport vehicles shall be clean and properly maintained (regardless of ownership).+                                                                                                                     | Yes | No |     |
| f. Decedent transport stretchers shall be in good working condition and cleaned regularly (regardless of ownership).+                                                                                                 | Yes | No |     |
| g. Removal of a decedent (from the scene and from vehicles) shall be handled in a dignified manner.+                                                                                                                  | Yes | No |     |
| h. The agency should have access to bariatric equipment for transport, inspection, and autopsy of obese decedents.                                                                                                    | Yes | No | N/A |
| i. The agency shall have a written policy for unclaimed remains, including the determination of the decedent's veteran status.+                                                                                       | Yes | No |     |
| j. Decedents shall be stored in a temperature-controlled and secure environment (once removed from the scene).+                                                                                                       | Yes | No |     |
| k. The agency shall have access to tools and equipment (i.e., light sources, shovels, stokes baskets) for remote or complicated recoveries. This could include agreements with law enforcement and fire departments.+ | Yes | No |     |





# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                     |     |    |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| I. The agency should have access to shields or pop-ups to protect the decedent from the environment and public view while scene investigations are being performed. | Yes | No | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|

## 2. Body Receiving/Releasing Areas

- |                                                                                                                            |     |    |
|----------------------------------------------------------------------------------------------------------------------------|-----|----|
| a. The agency shall have a written policy regarding the receiving and releasing of decedents. +                            | Yes | No |
| b. The decedent receiving and handling area shall be secure and protected from public view. +                              | Yes | No |
| c. The decedent receiving area shall be of adequate size to accommodate the caseload. +                                    | Yes | No |
| d. All surface areas, floors, and walls in the decedent receiving area shall be clean. +                                   | Yes | No |
| e. Decedent scales shall be available, operational, calibrated, and maintained according to manufacturer specifications. + | Yes | No |

## 3. Refrigeration

- |                                                                                                                                                                      |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| a. The refrigerated storage space shall be accessible to the autopsy and decedent receiving areas. +                                                                 | Yes | No |
| b. The refrigerated storage space shall be sufficient to maintain a normal caseload. +                                                                               | Yes | No |
| c. Temperature gauges shall be operable and checked regularly by agency personnel. +                                                                                 | Yes | No |
| d. Temperatures shall be recorded or logged on a schedule by agency personnel. +                                                                                     | Yes | No |
| e. Cooler and freezer units shall have temperature-monitoring alarms that notify appropriate individual(s) when any required temperatures go out of the set range. + | Yes | No |



# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

f. Refrigeration units shall contain enough shelving and table space so that decedents are not stacked or stored on the floor.+	Yes	No
---------------------------------------------------------------------------------------------------------------------------------	-----	----

g. The agency shall have a written policy regarding decedent storage capacity increases during case surges (i.e., holidays, mass fatalities, environmental disasters).+	Yes	No
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

## **4. Autopsy Facility**

a. The agency shall have written morgue policies available within proximity of the autopsy area.+	Yes	No
---------------------------------------------------------------------------------------------------	-----	----

b. If the agency does not manage an autopsy facility, that facilities shall be accredited by a recognized accrediting agency (e.g. IACME, Joint Commission on Accreditation of Healthcare Organizations [JCAHO], National Association of Medical Examiners [NAME]). NOTE: If autopsy facility is not accredited, it will be subjected to inspection.+	Yes	No
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

c. Personnel changing areas shall contain showers.+	Yes	No
-----------------------------------------------------	-----	----

d. Areas and equipment used for dissection (autopsy tables, body carts, etc.) shall be maintained and in good operating condition.+	Yes	No
-------------------------------------------------------------------------------------------------------------------------------------	-----	----

e. The calibration and maintenance of all organ scales, scientific equipment, suction devices, and other pieces of equipment shall be performed and documented per manufacturer specifications.+	Yes	No
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

f. First aid kits, naloxone, safety showers, and eyewash stations shall be available in autopsy area(s) and in good working order.+	Yes	No
-------------------------------------------------------------------------------------------------------------------------------------	-----	----

g. Ventilation system(s) in the autopsy area(s) shall adequately control odors.+	Yes	No
----------------------------------------------------------------------------------	-----	----

h. Appropriate personal protective equipment (PPE), including face protection, chest and arm protection, gloves, shoe covers, N95 masks, and powered air-purifying respirators (PAPRs), shall be available to personnel.+	Yes	No
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

i. The autopsy area shall be clean, with adequate lighting and an appropriate heating, ventilation, and air conditioning (HVAC) system.+	Yes	No
------------------------------------------------------------------------------------------------------------------------------------------	-----	----



# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                                             |     |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| j. Adequate space and equipment for tissue cutting and histology preparation shall be available.+                                                                                                                           | Yes | No |
| k. A space shall be designated for tissue storage and a method utilized to control odors.+                                                                                                                                  | Yes | No |
| l. The autopsy area shall be able to accommodate normal and peak caseload, including the standard complement of autopsy and laboratory personnel, as well as official participants or observers from cooperating agencies.+ | Yes | No |
| m. Safety data sheets (SDSs) shall be available in areas where chemicals are stored.+                                                                                                                                       | Yes | No |
| n. A building diagram with evacuation routes clearly noted shall be posted in the autopsy area(s).+                                                                                                                         | Yes | No |

## 5. Forensic Autopsy Procedures

- |                                                                                                                                                                               |     |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| a. The agency shall have a written policy regarding postmortem examination procedures.+                                                                                       | Yes | No |
| b. The agency shall have a written policy specifying the criteria for determination of when full autopsies, partial autopsies, or external examinations are to be performed.+ | Yes | No |
| c. The agency shall have a written policy regarding evidence collection during postmortem examination procedures.+                                                            | Yes | No |
| d. The agency shall have a written policy regarding tissue and fluid specimen collection.+                                                                                    | Yes | No |
| e. The agency shall have a written policy regarding evidence and specimen disposition and destruction.+                                                                       | Yes | No |
| f. Circumstances of death, if known, shall be available to the forensic pathologist prior to autopsy.+                                                                        | Yes | No |
| g. Fingerprints and DNA samples shall be taken on all cases, when possible.+                                                                                                  | Yes | No |





# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- 
- |                                                                                                                                                                                                                                          |     |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| h. Unidentified cases shall have the following tests performed, when possible: fingerprints, dental examinations, postmortem imaging, forensic anthropology, and DNA analysis.+                                                          | Yes | No |
| i. Postmortem images shall be taken on the following case types: all infants and children, suspected homicides, charred remains, remains when decomposition obscures or causes loss of identifying features, and/or evidence of trauma.+ | Yes | No |
| j. All collected specimen containers shall be labeled and logged with unique identifier(s), the name of the collector, sample type, and the date and time of collection.+                                                                | Yes | No |
| k. The agency shall have a written policy regarding chain of custody utilized in capturing all biological specimens and other evidence collected during the postmortem examination.+                                                     | Yes | No |
| l. Autopsy photographs shall be taken to record the postmortem examination.+                                                                                                                                                             | Yes | No |
| m. Facial (close-up) identification photographs shall be taken, labeled, and saved for all cases.+                                                                                                                                       | Yes | No |
| n. Autopsies shall be performed in greater than 95% of suspected homicides.+                                                                                                                                                             | Yes | No |
| o. Autopsies shall be performed in greater than 95% of all cases in which the suspected manner of death is undetermined.+                                                                                                                | Yes | No |
| p. A forensic pathologist shall personally examine all external aspects of the decedent before dissection.+                                                                                                                              | Yes | No |
| q. A forensic pathologist shall be responsible for performing or directly supervising each postmortem examination, the diagnoses made, the opinions formed, and any subsequent opinion testimony.+                                       | Yes | No |



# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |    |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| r. A forensic pathologist shall personally perform or directly supervise all autopsy dissections.+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes | No |     |
| s. All autopsy technicians shall work in the physical presence of, and under the direct supervision of, a forensic pathologist.+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes | No |     |
| t. Specimens shall be routinely retained for toxicological and histological examination during autopsies.+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes | No |     |
| u. The agency shall have a written policy covering the retention and disposition of organ and tissue specimens taken at autopsy that addresses whether, or under what circumstances, next of kin are to be notified.+                                                                                                                                                                                                                                                                                                                                                                                                           | Yes | No |     |
| v. The agency should ensure that touch DNA is collected on suspicious cases in areas suspected to have been touched by the perpetrator (ankles, neck, wrists, etc.).                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes | No | N/A |
| w. The agency shall have a written policy requiring an autopsy on suspected drug toxicity deaths. Exceptions may be made for cases that have a positive presumptive test from the decedent's body fluids, or cases that would undergo an external examination were it not necessary to rule out drug intoxication (e.g. significant medical history, over a certain established age, or obvious fatal trauma). In these cases, an external examination may be completed and must be completed by a forensic pathologist with a subsequent toxicology panel and quantification, to determine cause of death without an autopsy.+ | Yes | No |     |
| x. The agency shall have access to cardiac pathologists and neuropathologists if needed, as well as genetic testing for postmortem samples.+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Yes | No |     |
| y. The agency shall have access to infectious disease testing.+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes | No |     |
| z. The agency shall have access to basic chemistry panels and metabolic screening panels (e.g. glucose, potassium) for postmortem samples.+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes | No |     |
| aa. Suspected bite marks/pattern injuries of dental origin shall be processed according to procedures consistent with forensic odontology practice as established by American Board of Forensic Odontology [ABFO].+                                                                                                                                                                                                                                                                                                                                                                                                             | Yes | No |     |



# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- |                                                                                                                                                            |     |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| ab. The agency shall document all individuals present at each autopsy (participants and observers), including their agency name and contact information. + | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|

## **6. Forensic Autopsy Procedures (Suspected Sexual Assault)**

- |                                                                                                                                                                                                   |     |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| a. Sexual assault kits shall be available and specimens collected when necessary. +                                                                                                               | Yes | No |
| b. In suspected sexual assault cases, control hair samples shall be collected from the decedent by plucking a representative number of hairs from various body areas (e.g., scalp, pubic area). + | Yes | No |
| c. In suspected sexual assault cases, the pubic area shall be lightly combed to obtain loose and foreign hairs, and these hairs shall be packaged separately from the control hairs. +            | Yes | No |
| d. In suspected sexual assault cases, swabs of body orifices shall be obtained and examined for the presence of spermatozoa, seminal fluid, DNA, and/or serologic markers. +                      | Yes | No |





# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

## D. Laboratory Services

### 1. Radiology Services

- |                                                                                                                                        |     |    |     |
|----------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. The agency shall have access to postmortem imaging equipment (e.g., X-ray, computed tomography [CT]).+                              | Yes | No |     |
| b. The postmortem imaging equipment should be in a convenient location near the autopsy room.                                          | Yes | No | N/A |
| c. The postmortem imaging equipment shall be shielded in accordance with radiation safety standards.+                                  | Yes | No |     |
| d. The postmortem imaging viewing devices shall be available to the forensic pathologist.+                                             | Yes | No |     |
| e. The postmortem imaging equipment shall be operational, and personnel shall be properly trained to operate it.+                      | Yes | No |     |
| f. Exposure tags (dosimeters) shall be mandatory for all personnel working in the immediate area of the postmortem imaging equipment.+ | Yes | No |     |

### 2. Toxicology Laboratory Services

- |                                                                                                          |     |    |  |
|----------------------------------------------------------------------------------------------------------|-----|----|--|
| a. The agency shall use an accredited forensic toxicology laboratory.+                                   | Yes | No |  |
| b. A toxicology laboratory report shall be issued for each case that is analyzed.+                       | Yes | No |  |
| c. The agency shall have a written policy regarding the collection and storage of toxicology specimens.+ | Yes | No |  |
| d. The agency shall have a written policy describing the criteria for ordering toxicology tests.+        | Yes | No |  |
| e. The agency shall maintain statistics regarding turnaround times for toxicology test results.+         | Yes | No |  |
| f. Of all toxicology reports, 90% shall be completed within 90 calendar days of case submission.+        | Yes | No |  |



# International Association of Coroners & Medical Examiners

*Collaboration · Education · Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- 
- g. Of all toxicology reports, 90% should be completed within 60 calendar days of case submission.      Yes      No      N/A

### **3. Crime and Other Laboratory Services**

- a. Crime Laboratory services shall be available to perform fingerprinting, serologic and/or DNA testing, ballistics testing, and trace evidence examination. +      Yes      No
- b. The crime laboratory shall be accredited (e.g. ANSI National Accreditation Board [ANAB]). +      Yes      No
- c. Histology services shall be performed by a certified or accredited laboratory. +      Yes      No



## E. Forensic Specialists

### 1. Forensic Pathologists

- |                                                                                                                                                                                                                                                                                                                                                                     |     |    |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. Board-certified forensic pathologists (American Board of Pathology [ABP]) shall perform/supervise forensic autopsies.+                                                                                                                                                                                                                                           | Yes | No |     |
| b. The forensic pathologist(s) shall be licensed to practice medicine in the state in which they practice.+                                                                                                                                                                                                                                                         | Yes | No |     |
| c. The licensure of the forensic pathologist(s) shall be verified annually.+                                                                                                                                                                                                                                                                                        | Yes | No |     |
| d. The forensic pathologist shall prepare or oversee the preparation of a postmortem examination report for each decedent examined.+                                                                                                                                                                                                                                | Yes | No |     |
| e. Of all autopsy reports, 80% shall be completed within 90 calendar days of autopsy performance, to account for forensic pathologist and administrative review.+                                                                                                                                                                                                   | Yes | No |     |
| f. Of all autopsy reports, 80% should be completed within 60 calendar days of autopsy performance.                                                                                                                                                                                                                                                                  | Yes | No | N/A |
| g. Numbers of medical personnel should be sufficient so that no forensic pathologist is required to perform more than 400 autopsies per year (total by forensic pathologist, inside and outside cases included). External examinations and cases where they provide supervision (e.g. pathologists' assistants, residents, fellows) are converted at a rate of 4:1. | Yes | No | N/A |
| h. The agency should have a written policy regarding contracting with additional forensic pathologists (as needed).                                                                                                                                                                                                                                                 | Yes | No | N/A |
| i. The agency shall require and support opportunities for annual continuing medical education (CME) for forensic pathologists on staff.+                                                                                                                                                                                                                            | Yes | No |     |

### 2. Other Forensic Specialists

- |                                                                                                                                                                  |     |    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--|
| a. If pathologists' assistants are utilized, the agency shall utilize pathologists' assistants certified by the American Society for Clinical Pathology (ASCP).+ | Yes | No |  |
| b. Utilization of a pathologists' assistants shall be solely at the discretion of the forensic pathologist.+                                                     | Yes | No |  |





# International Association of Coroners & Medical Examiners

*Collaboration • Education • Accreditation*

**Dedicated to the promotion of excellence in medicolegal death investigation through collaboration, education, and accreditation.**

- 
- |                                                                                                                                                                                                                                                                                                 |     |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| c. The use of certified pathologists' assistants for forensic autopsies shall be limited to cases believed to be non-criminal and non-suspicious.+                                                                                                                                              | Yes | No |
| d. Pathologists' assistants shall not perform autopsies on any deaths in custody, deaths involving any law enforcement activity, or decedents younger than age 18.+                                                                                                                             | Yes | No |
| e. Autopsies performed by pathologists' assistants shall be directly supervised by a board-certified forensic pathologist who shall sign off on all reports. Direct supervision includes the presence of the board-certified forensic pathologist at the outset and conclusion of the autopsy.+ | Yes | No |
| f. Cases completed by pathologists' assistants under forensic pathologist supervision shall not exceed 25% (after conversion) of that forensic pathologist's total caseload.+                                                                                                                   | Yes | No |
| g. The agency shall have a written policy regarding access to forensic specialist support services. (e.g., botany, radiology, forensic genealogy, entomology).+                                                                                                                                 | Yes | No |
| h. The agency shall have a written policy describing cases that require contacting forensic specialists.+                                                                                                                                                                                       | Yes | No |
| i. The agency shall utilize American Board of Forensic Odontology [ABFO], board-certified forensic odontologists.+                                                                                                                                                                              | Yes | No |
| j. The agency shall utilize American Board of Forensic Anthropology [ABFA] board-certified forensic anthropologists.+                                                                                                                                                                           | Yes | No |
| k. Forensic specialists shall be certified by an accredited agency or association if an agency or association exists (e.g., Forensic Specialties Accreditation Board [FSAB] accredited).+                                                                                                       | Yes | No |
| l. Forensic specialists shall be required to submit a written report for all casework performed.+                                                                                                                                                                                               | Yes | No |



RICH HISTORY  
BRIGHT FUTURE  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

**December 12, 2025**

**JENNIFER B BISHOP OR REPRESENTATIVE**  
**PO BOX 848**  
**MONCKS CORNER, SC 29461**  
**TMS # 142-07-02-010**

Dear Ms. Bishop:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026 at 6:00 PM in Council Chambers located at 118 Carolina Avenue, and are seeking your support.

To provide additional detail, please see below a summary and enclosed our site plan.

- We are seeking a reduction in the rear setback from 10' to 0.26' at the narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-011)
- We are seeking a reduction in the side setback from 10' to 7.86' at its narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-010)

If you do not object to our request and intended expansion, we kindly ask for your signature documenting your support on page 3, which we will share with the Board of Zoning Appeals (BZA). Should you have any questions about the intended expansion or the request, please do not hesitate to engage me at 843-719-4567 and [darnell.hartwell@berkeleycountysc.gov](mailto:darnell.hartwell@berkeleycountysc.gov).

Thank you kindly for your consideration,

**Darnell D. Hartwell-ABMDI**







RICH HISTORY  
BRIGHT FUTURE  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

### Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-010.

Jennifer B. Bishop  
Printed Name

Jennifer B. Bishop  
Signature

12/18/25  
Date



HOW TO  
CONTACT  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gullledge Street, Moncks Corner, SC 29461

**December 12, 2025**

**DR. KAREN WHITLEY**  
**DEPUTY SUPERINTENDENT • BERKELEY COUNTY SCHOOL DISTRICT**  
**PO Box 128**  
**Moncks Corner, SC 29461-0128**  
**TMS# 142-07-02-011**

Dear Dr. Whitley:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gullledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026 at 6:00 PM in Council Chambers located at 118 Carolina Avenue, and are seeking your support.

To provide additional detail, please see below a summary and enclosed our site plan.

- We are seeking a reduction in the rear setback from 10' to 0.26' at the narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-011)
- We are seeking a reduction in the side setback from 10' to 7.86' at its narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-010)

If you do not object to our request and intended expansion, we kindly ask for your signature documenting your support on page 3, which we will share with the Board of Zoning Appeals (BZA). Should you have any questions about the intended expansion or the request, please do not hesitate to engage me at 843-719-4567 and [darnell.hartwell@berkeleycountysc.gov](mailto:darnell.hartwell@berkeleycountysc.gov).

Thank you kindly for your consideration,

**Darnell D. Hartwell-ABMDI**



One Berkeley

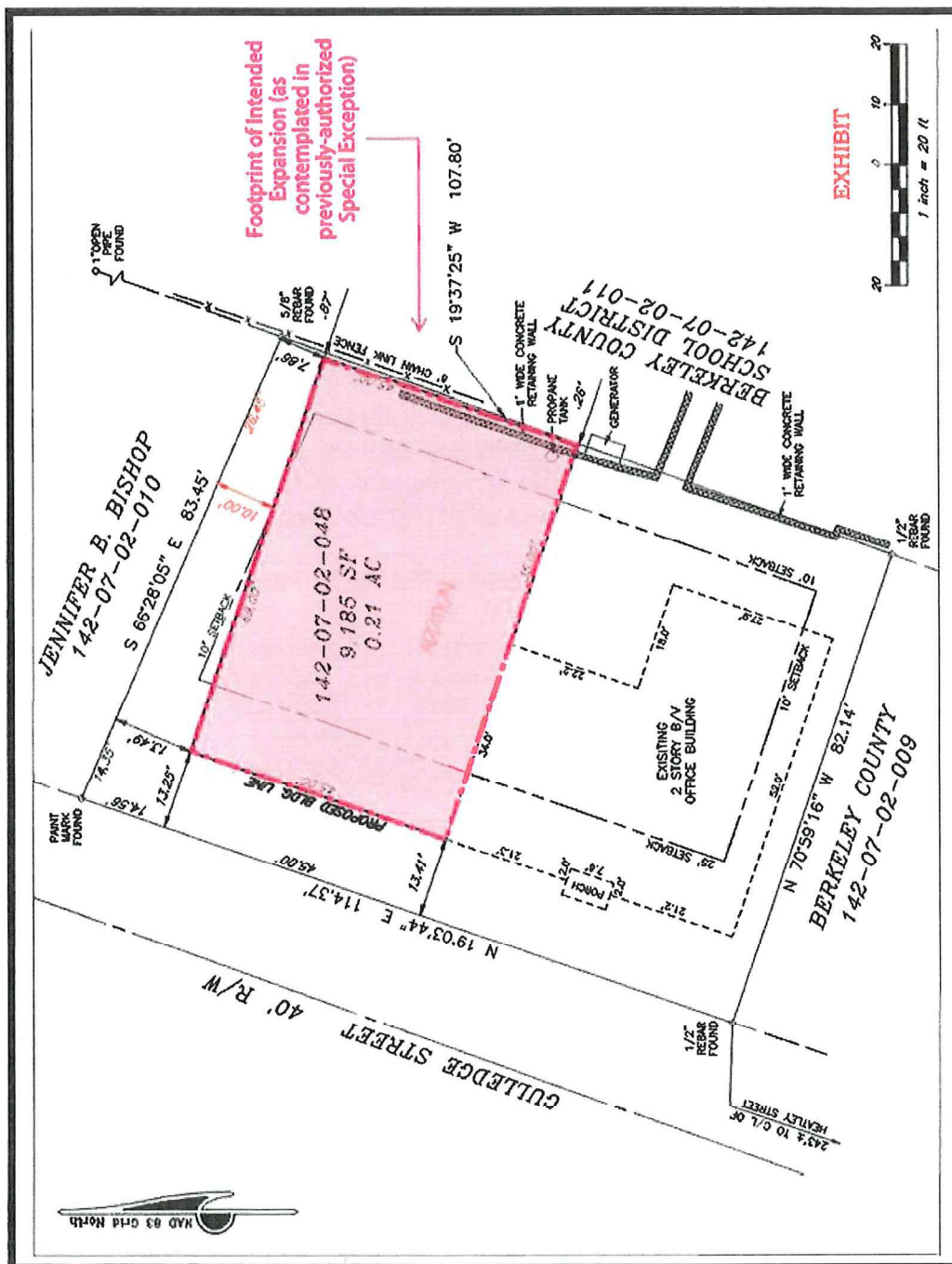
# BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461







One Berkeley

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

### Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-011.

Karen P. Whitley, EDD  
Printed Name

Karen P. Whitley, EDD  
Signature

12-19-2020  
Date



RICH HISTORY  
BRIGHT FUTURE  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI  
CORONER  
843-719-4567  
102 Gulledge Street, Moncks Corner, SC 29461

**December 12, 2025**

**FARMERS & MERCHANTS BANK OF SC  
PO BOX 578  
MONCK'S CORNER, SC 29461-0578  
TMS# 142-07-02-047**

Dear Neighbor:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026 at 6:00 PM in Council Chambers located at 118 Carolina Avenue, and are seeking your support.

To provide additional detail, please see below a summary and enclosed our site plan.

- We are seeking a reduction in the rear setback from 10' to 0.26' at the narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-011)
- We are seeking a reduction in the side setback from 10' to 7.86' at its narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-010)

If you do not object to our request and intended expansion, we kindly ask for your signature documenting your support on page 3, which we will share with the Board of Zoning Appeals (BZA). Should you have any questions about the intended expansion or the request, please do not hesitate to engage me at 843-719-4567 and [darnell.hartwell@berkeleycountysc.gov](mailto:darnell.hartwell@berkeleycountysc.gov).

Thank you kindly for your consideration,

**Darnell D. Hartwell-ABMDI**



RICH HISTORY  
BRIGHT FUTURE  
*One Berkeley*

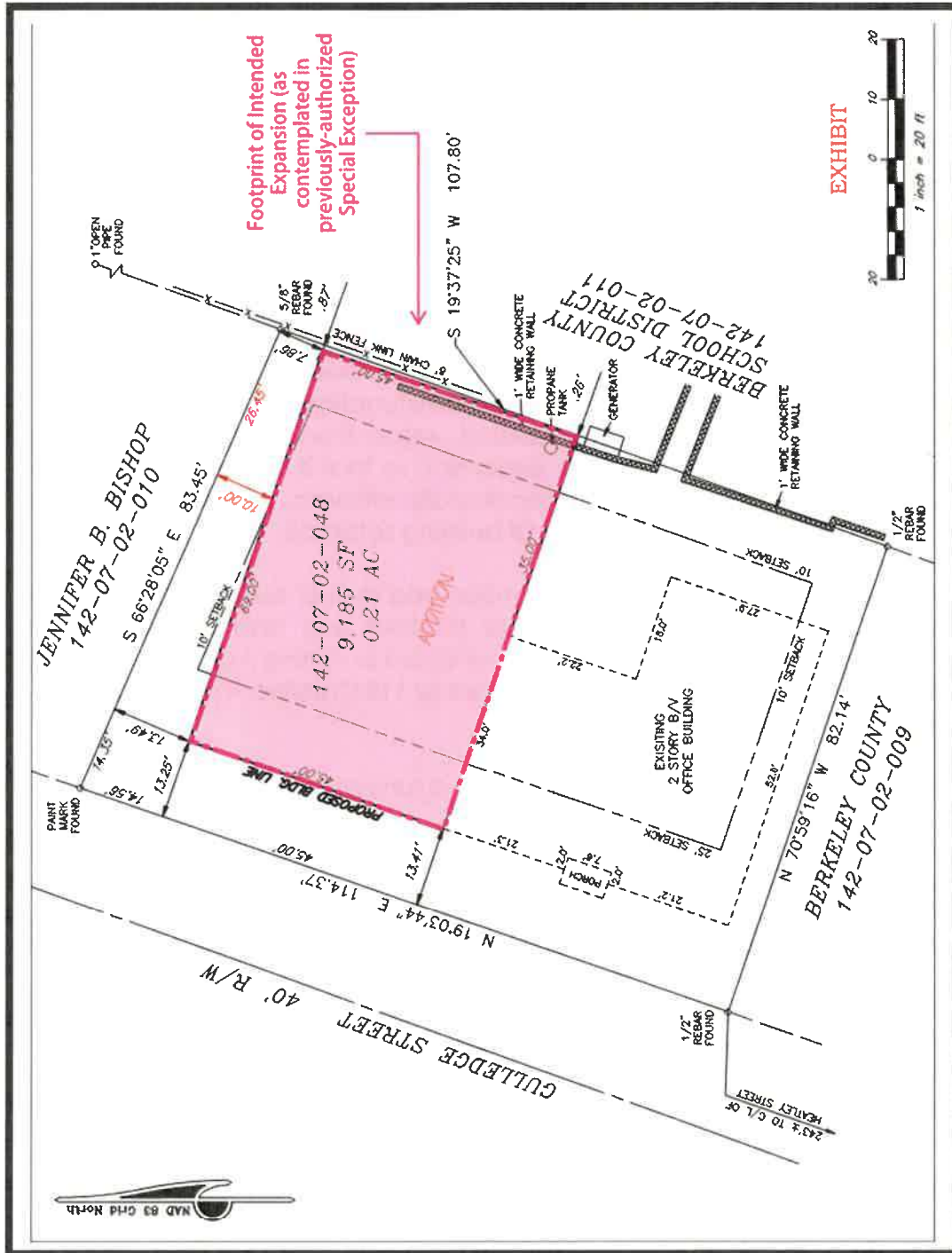
## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gullede Street, Moncks Corner, SC 29461







RICH HISTORY  
BRIGHT FUTURE  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

### Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-047.

CJ Singletary

Printed Name

[Signature]

Signature

12/19/25

Date



WICHITA COUNTY  
BRIGHT FUTURE  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

**December 12, 2025**

**Berkeley Seniors  
103 Gulledge Street  
Moncks Corner, SC 29461  
TMS# 142-07-02-029**

Dear neighbor:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026 at 6:00 PM in Council Chambers located at 118 Carolina Avenue, and are seeking your support.

To provide additional detail, please see below a summary and enclosed our site plan.

- We are seeking a reduction in the rear setback from 10' to 0.26' at the narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-011)
- We are seeking a reduction in the side setback from 10' to 7.86' at its narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-010)

If you do not object to our request and intended expansion, we kindly ask for your signature documenting your support on page 3, which we will share with the Board of Zoning Appeals (BZA). Should you have any questions about the intended expansion or the request, please do not hesitate to engage me at 843-719-4567 and [darnell.hartwell@berkeleycountysc.gov](mailto:darnell.hartwell@berkeleycountysc.gov).

Thank you kindly for your consideration,

**Darnell D. Hartwell-ABMDI**



HIGHLY  
 BRIGHT & CLEAR  
*One Berkeley*

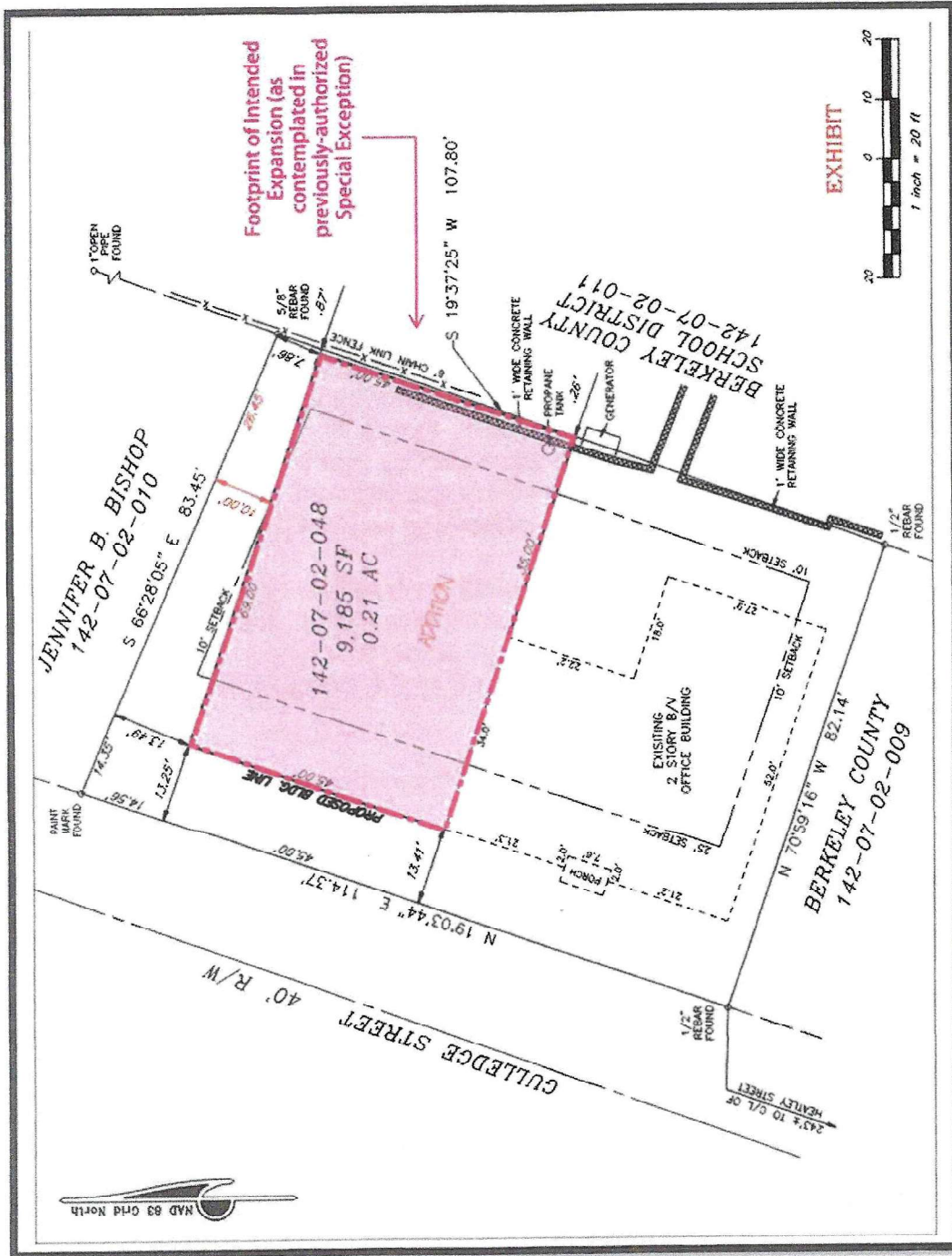
# BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gullidge Street, Moncks Corner, SC 29461







WILSON COUNTY  
BRIGHT FUTURE  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gullede Street, Moncks Corner, SC 29461

### Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-029.

Tiffany Schuriknight  
Printed Name

T. Schuriknight  
Signature

12/19/2025  
Date



RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

**December 12, 2025**

**Cameron Blazer  
Circuit Public Defender  
105 Gulledge Street  
Moncks Corner, SC 29461  
TMS# 142-07-02-056**

Dear Cameron:

I am writing to inform you that we are seeking to construct a +/- 3,000 square foot expansion of the Coroner's Office facility, located at 102 Gulledge Street, that will allow us to respond to current and emerging demands, provide convenient and accessible essential public services, consolidate our services/functions under one roof, and qualify for accreditation through the International Association of Coroners and Medical Examiners. However, to configure the expansion so that it is functional, compliant with prevailing accreditation standards, operationally efficient, and accessible, we found that we are unable to comply with typical building setbacks.

In order to proceed with this critical expansion and deliver essential public services, we are requesting a variance of the typical ten-foot side and rear building setback requirements from the Town of Moncks Corner Board of Zoning Appeals (BZA) on January 6, 2026 at 6:00 PM in Council Chambers located at 118 Carolina Avenue, and are seeking your support.

To provide additional detail, please see below a summary and enclosed our site plan.

- We are seeking a reduction in the rear setback from 10' to 0.26' at the narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-011)
- We are seeking a reduction in the side setback from 10' to 7.86' at its narrowest point for the intended expansion (the lot line adjoining TMS# 142-07-02-010)

If you do not object to our request and intended expansion, we kindly ask for your signature documenting your support on page 3, which we will share with the Board of Zoning Appeals (BZA). Should you have any questions about the intended expansion or the request, please do not hesitate to engage me at 843-719-4567 and [darnell.hartwell@berkeleycountysc.gov](mailto:darnell.hartwell@berkeleycountysc.gov).

Thank you kindly for your consideration,

**Darnell D. Hartwell-ABMDI**





RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*

## BERKELEY COUNTY

Darnell D. Hartwell-ABMDI

CORONER

843-719-4567

102 Gulledge Street, Moncks Corner, SC 29461

### Stakeholder Signatory Support Section

I have reviewed materials about the request for setback relief for the intended Coroner's Office Facility Expansion and do not object.

I am the owner/representative of 142-07-02-056.

Cameron Blazer - 9th Circuit Public Defender

Printed Name

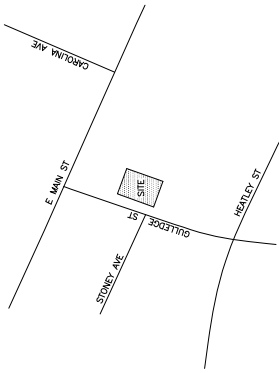
Signature

A handwritten signature in black ink, appearing to read "C. Blazer", written over a horizontal line.

12/17/2025

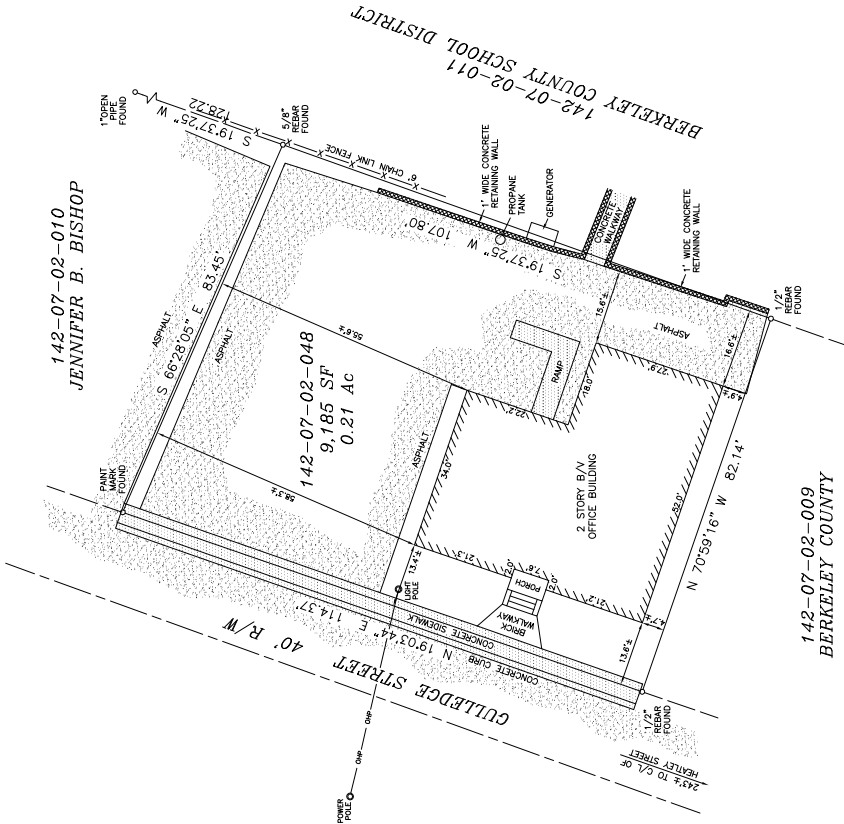
Date





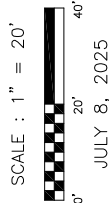
LOCATION MAP  
N.T.S.

APPROVAL AND RECORDING STAMP AND SIGNATURE BOX



- NOTES:
- 1) AREA WAS DETERMINED BY THE COORDINATE METHOD.
  - 2) ANYTHING SHOWN OUTSIDE THE DEFINED BOUNDARY IS FOR DESCRIPTIVE PURPOSES ONLY.
  - 3) THE PUBLIC RECORDS REFERENCED ON THIS PLAT ARE ONLY USED AND/OR NECESSARY TO THE ESTABLISHMENT OF THE BOUNDARY OF THIS PROPERTY. THEY ARE NOT AND DO NOT CONSTITUTE A TITLE SEARCH.
  - 4) THIS PLAT HAS BEEN DONE FOR THE USE AND PURPOSE OF THE CLIENT ASCRIBED AND CONTRACTED WITH TO PERFORM THE SURVEY. ALL OTHERS ARE NOT TO BE RELIED UPON. ANY SUBSEQUENTLY PUT OUTSIDE AS TO THE LIMITED DEGREE OF RELIANCE UPON THIS PLAT BY THIRD PARTIES.
  - 5) DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES.
  - 6) NO SUBSURFACE OR ENVIRONMENTAL INVESTIGATION OR SURVEYS WERE PERFORMED BY LAWSON SURVEYING, INC. FOR THIS PROJECT. THE SURVEYOR HAS NOT BEEN ADVISED OF THE EXISTENCE OR NONEXISTENCE OF WETLANDS, CONTAMINATION, OR OTHER CONDITIONS WHICH MAY AFFECT THIS PROPERTY.
  - 7) THIS PROPERTY IS LOCATED IN FLOOD ZONE X SEE FIRM PANEL 45015C 0385E, MAP REVISED 12/7/2018
  - 8) THIS PROPERTY IS ZONED C-2
  - 9) MINIMUM SETBACKS:  
25' FRONT  
25' SIDE  
10' SIDE
- REFERENCES:
- 1) PLAT BY J. HUGH CAMPBELL, JR., DATED OCTOBER 20, 1984 RECORDED IN THE R.O.D. OFFICE OF BERKELEY COUNTY IN PLAT CABINET E, AT PAGE 396.
  - 2) PLAT BY E. A. DENNIS, DATED APRIL 2, 1968 RECORDED IN THE R.O.D. OFFICE OF BERKELEY COUNTY IN PLAT BOOK R, AT PAGE 127.

I, HEREBY STATE TO THE BEST OF MY KNOWLEDGE, THAT THE SURVEY HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS A SURVEY AS SPECIFIED THEREIN.



AS-BUILT SURVEY FOR  
0.21 ACRES, TMS 142-07-02-048 OWNED BY  
**BERKELEY COUNTY**  
LOCATED IN THE TOWN OF MONCK'S CORNER  
BERKELEY COUNTY, SOUTH CAROLINA

**LAWSON**  
LAND SURVEYING, INC.  
374 GREYBACK ROAD, SUMMERVILLE, SC 29483  
P.O. BOX 2395, SUMMERVILLE, SC 29484  
TELEPHONE: (843) 873-2396  
EMAIL: PAUL@LAWSONLS.COM WEB: WWW.LAWSONLS.COM



JENNIFER B. BISHOP  
142-07-02-010

S 66°28'05" E 83.45'

10' SETBACK

26.43'

142-07-02-048  
9,185 SF  
0.21 AC

ADDITION

PROPOSED BLDG. LINE

45.00'

N 19°03'44" E 114.37'

40' R/W

GULLIDGE STREET

S 19°37'25" W 107.80'

BERKELEY COUNTY  
SCHOOL DISTRICT  
142-07-02-011

1' WIDE CONCRETE  
RETAINING WALL

PROANE  
TANK

GENERATOR

1' WIDE CONCRETE  
RETAINING WALL

EXISTING  
2 STORY B/V  
OFFICE BUILDING

25' SETBACK

18.0'

10' SETBACK

N 70°59'16" W 82.14'

BERKELEY COUNTY  
142-07-02-009

1/2" REBAR  
FOUND

243°F TO C/L OF  
HEATLEY STREET

1" OPEN  
PIPE  
FOUND

5/8" REBAR  
FOUND

6" CHAIN LINK FENCE

1.86'

1/2" REBAR  
FOUND

Footprint of Intended  
Expansion (as  
contemplated in  
previously-authorized  
Special Exception)

EXHIBIT



1 inch = 20 ft