



**CAMDEN COUNTY**

**NORTH CAROLINA • USA**

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# **PLANNING BOARD**

**March 17, 2021**

**7:00 PM**

**Regular Meeting**

**Historic Courtroom**

**Courthouse Complex**

## **Agenda**

### **Camden County Planning Board**

#### **Regular Meeting**

**March 17, 2021, 7:00 PM**

**Historic Courtroom, Courthouse Complex**

- ITEM I. Call to Order & Welcome**
- ITEM II. Consideration of Agenda**
- ITEM III. Consideration of Minutes from February 17, 2021**  
PB Minutes - Feb 17 2021
- ITEM IV. Old Business**
- ITEM V. New Business**  
Major Commercial Site Plan - Southeastern Equipment Co
- ITEM VI. Information from Board and Staff**
- ITEM VII. Consider Date of Next Meeting - April 21, 2021**
- ITEM VIII. Adjourn**



# CAMDEN COUNTY

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## Camden County Planning Board AGENDA ITEM SUMMARY SHEET

### Minutes

**Item Number:**

**Meeting Date:**

March 17, 2021

**Submitted By:**

Amy Barnett, Planning Clerk  
Planning & Zoning  
Prepared by: Amy Barnett

**Item Title**

PB Minutes - Feb 17 2021

**Attachments:**

pbmins\_02172021 (PDF)

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – February 17, 2021

**Camden County Planning Board****Regular Meeting****February 17, 2021 7:00 PM****Historic Courtroom, Courthouse Complex****Camden, North Carolina****MINUTES**

*The regular meeting of the Camden County Planning Board was held on February 17, 2021 in the Historic Courtroom, Camden, North Carolina. The following members were present:*

**CALL TO ORDER & WELCOME**

Planning Board Members Present:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Calvin Leary	Chairman	Present	6:50 PM
Rick McCall	Board Member	Present	6:50 PM
Ray Albertson	Board Member	Present	6:50 PM
Steven Bradshaw	Board Member	Present	6:50 PM
Cathleen M. Saunders	Board Member	Present	6:50 PM
Nathan Lilley	Board Member	Absent	

Staff Members Present:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Dan Porter	Planning Director	Present	6:45 PM
Amber Curling	Zoning Officer	Present	6:35 PM
Amy Barnett	Planning Clerk	Present	6:35 PM
Ken Bowman	County Manager & Applicant	Present	6:45 PM

Others Present:

<b>Attendee Name</b>	<b>Title / Company</b>	<b>Meeting Section</b>
Kim Hamby	Engineer for Applicant Timmons Group, Raleigh, NC	New Business

Attachment: pbmins\_02172021 (2944 : PB Minutes - Feb 17 2021)

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – February 17, 2021

**CONSIDERATION OF AGENDA***Motion to Approve Agenda as Presented*

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Steven Bradshaw, Board Member
<b>SECONDER:</b>	Cathleen M. Saunders, Board Member
<b>AYES:</b>	Leary, McCall, Albertson, Bradshaw, Saunders
<b>ABSENT:</b>	Lilley

**CONSIDERATION OF MINUTES FROM JANUARY 20, 2021***Motion to Approve Minutes from 1-20-21 As Written*

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Cathleen M. Saunders, Board Member
<b>SECONDER:</b>	Rick McCall, Board Member
<b>AYES:</b>	Leary, McCall, Albertson, Bradshaw, Saunders
<b>ABSENT:</b>	Lilley

**OLD BUSINESS**

None.

**NEW BUSINESS***Major Commercial Site Plan - New Camden Co Admin Complex*

Amber Curling, Zoning Officer, described this agenda item and went over the Staff Report (attached hereto as Attachment A).

- Camden County is represented by County Manager Ken Bowman and Kim Hamby of Timmons Group out of Raleigh NC
- Request is approval of a Major Commercial Site Plan for a New Camden County Administrative Complex to be located at 118 NC Hwy 343 North, across from the current Camden County Complex / Courthouse
- Property is 8 acres in size, plan is for Administrative Complex (Library and Civic Center building)
- Neighborhood Meeting held on January 12, 2021, there was no public attendance
- Property and adjacent properties are located in zoning district HC (Highway Commercial), Courthouse Township
- Property is in Flood Zone X / Shaded X
- Current Property Uses include: Offices, Parking Lot, Vacant Land, Woodland, and Farmland
- Adjacent Property Uses include: Farmland, Woods, Lodge, Residential Home, & a Used Car Lot
- Water and Sewer Lines are adjacent to property, along NC Hwy 343

Attachment: pbmins\_02172021 (2944 : PB Minutes - Feb 17 2021)

**CAMDEN COUNTY PLANNING BOARD**Regular Meeting – February 17, 2021

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- Property is in the South Camden Fire District
- Will have no impact on schools
- Impact on traffic is unknown
- Staff recommends approval of this Major Commercial Site Plan Application with the recommendations stated in the Staff Report (Attachment A)
  - Staff Recommendation items 1 & 2 - Approved
  - Staff Recommendation items 3-9 - As stated in Staff Report
  - Staff Recommendation item 10 - Stormwater Management Plan - Still pending, McAdams (new firm contracted by the county) is reviewing it, issues will be discussed between staff & McAdams
  - Staff Recommendation item 11 - As stated in Staff Report

Ms. Curling showed larger image maps depicting the site and proposed building. Ms. Curling then asked if there were any questions regarding the Staff Report. Hearing none, she yielded the floor to County Manager Ken Bowman, who spoke briefly about the proposed Major Commercial Site Plan for the New County Administrative Complex.

Ken Bowman, Camden County Manager

- Clarified that the Civic Building will not be built in phase 1. Added that infrastructure will be put in place for the entire complex.
- Primary building for phase 1 will be the Library Building, which includes a community room which will seat approximately 100 people, and a new board room for meetings.
- Future build out will include a civic center & administrative building, with the infrastructure having already been put in place
- Cost of \$3,600,000 includes the cost of the infrastructure & prepping the site for future phases, it's not just the cost of the building
- Kim Hamby of Timmons Group (out of Raleigh NC) is working on Stormwater Drainage, and Site Prep & Design of the buildings.

Kim Hamby, Timmons Group, Raleigh NC

- Contractors have been pre-qualified
- Bid documents have been sent out
- Met with Mr. Porter & Ms. Curling a week prior to this Planning Board meeting. Modifications based on Staff Comments have already been done.
- Modified Plans show future turn lanes & sidewalks, both of which are required for future phases by the County and by NCDOT
- The "meat" of this is a lot of infrastructure
- Water main, sewer pump station, and stormwater infrastructure will be installed
- Conference call planned for day after this Planning Board meeting to talk through stormwater issues with McAdams
- Building Plans are being tweaked, should be ready in next few days, then will be able to release those for contractor bid packages. Bids are due 2<sup>nd</sup> week in March
- Trying to have site under construction by April 2021.

**CAMDEN COUNTY PLANNING BOARD**Regular Meeting – February 17, 2021

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County Manager Ken Bowman stated this project is on target for September 30, 2021 to complete phase 1. Mr. Bowman stated that the pandemic has slowed a lot of things down, especially with regard to the cost increases of building materials, particularly wood and steel, some of the building plans have had to be modified to use alternate materials. Mr. Bowman stated he is still hopeful that the September 30 deadline will be met for phase 1.

Vice Chairman Steve Bradshaw made a motion to approve Major Commercial Site Plan for New Camden County Admin Complex with recommendations as stated in the Staff Report. Dan Porter suggested he amend his motion to include "subject to stormwater plan being approved by County Stormwater Engineer". Mr. Bradshaw stated that the Stormwater Plan Approval is one of the staff recommendations, and so it doesn't need to be in the motion. Mr. Porter agreed.

***Motion to Approve Major Commercial Site Plan for New Camden County Admin Complex with recommendations of staff.***

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Steven Bradshaw, Board Member
<b>SECONDER:</b>	Rick McCall, Board Member
<b>AYES:</b>	Leary, McCall, Albertson, Bradshaw, Saunders
<b>ABSENT:</b>	Lilley

**INFORMATION FROM BOARD AND STAFF**

Dan Porter had the following information for the Board:

- Stated there would soon be two vacancies on the Planning Board; one already existed, and one due to Board Member Cathleen Saunders moving out of the area within the month. Mr. Porter asked the board members that if they knew anyone interested in serving, that they have them submit a volunteer form.
  - Chairman Calvin Leary expressed his thanks to Cathleen Saunders for her service to the County while serving on the Planning Board and stated she has done a good job on the board and will be missed. The other members of the board echoed those sentiments. Ms. Saunders replied she will miss serving on the board.
- Mr. Porter stated he is retiring effective March 31, 2021. The March 17, 2021 Planning Board meeting will be his last before retiring.
  - Chairman Calvin Leary expressed appreciation to Mr. Porter for the outstanding job he's done as Planning Director, and stated he will be missed greatly. Mr. Porter thanked the Board and added that Ms. Curling has done a great job and he has every confidence that she can "pick up the reigns".

**CONSIDER DATE OF NEXT MEETING - MARCH 17, 2021**

**CAMDEN COUNTY PLANNING BOARD**Regular Meeting – February 17, 2021

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**ADJOURN***Motion to Adjourn*

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Ray Albertson, Board Member
<b>SECONDER:</b>	Steven Bradshaw, Board Member
<b>AYES:</b>	Leary, McCall, Albertson, Bradshaw, Saunders
<b>ABSENT:</b>	Lilley

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*Chairman Calvin Leary  
Camden County Planning Board*

*ATTEST:*

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*Amy Barnett, Clerk  
Camden County Planning Department*

Attachment: pbmins\_02172021 (2944 : PB Minutes - Feb 17 2021)





# Attachment "A"

## STAFF REPORT

UDO # 2021-01-19

### Major Commercial Site Plan for the Administrative Complex

#### PROJECT INFORMATION

**File Reference:** UDO # 2021-01-19  
**Project Name:** Camden County  
 Administrative Complex  
**PIN:** 02-8935-03-20-2563-0000

**Applicant:** Camden County  
**Address:** 330 US Hwy 158 East  
 Camden County, NC 27921

**Phone:** 252-338-6363  
**Email:** Kbowman@camdencountync.gov

**Agent for Applicant:** Ken Bowman, County Manager  
**Address:** Same as Applicant

**Phone:** Same as Applicant  
**Fax:** Same as Applicant  
**Email:** Same as Applicant

**Current Owner of Record:** Camden County

**Meeting Dates:**  
 January 12, 2021 **Neighborhood Meeting**  
 February 17, 2021 **Planning Board Meeting**

**Application Received:** 12/18/2020  
**By:** Amber Curling, Planning

**Application Fee paid:** Waived

**Completeness of Application:** Application is generally complete

#### **Documents received:**

- A. Major Site Plan Application
- B. Commercial Site Plan/Construction Plan
- C. DEQ - Stormwater Permit SW7201208
- D. DEQ - Erosion and Sediment Control Plan Permit Camde-2021-002
- E. DEQ - Wastewater Permit No: WQ0042208
- F. DEQ Public Water System Construction No.: NC0415015
- G. NCDOT Encroachment Agreement-Pending
- H. NCDOT Driveway Permit-Pending
- I. Vicinity Aerial Map
- J. County Stormwater Management Plan Approval-Pending
- K. Stormwater Facility Operation and Maintenance Agreement
- L. Neighborhood Meeting Comments

**REQUEST:** Approval of Major Commercial Site Plan Application for 118 NC 343 North.

**SITE DATA**

**Size of Lot:** Approximately 8.07 acres  
**Flood Zone:** X and portion shaded X  
**Zoning District(s):** Highway Commercial (HC)  
**Existing Land Uses:** Office Building, Vacant, Farmland

**Adjacent Zoning & Uses:**

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	Highway Commercial (HC)	Highway Commercial (HC)	Highway Commercial (HC)	NC 343 North
<b>Use &amp; size</b>	Farmland	Farmland, Woods, Lodge, Residential Home and Vehicle Sales	Farmland	Highway

**INFRASTRUCTURE & COMMUNITY FACILITIES**

**Water:** Water lines are located adjacent to property along NC 343 North  
**Sewer:** Sewer lines are located adjacent to property along NC 343 North  
**Fire District:** South Mills Fire District.  
**Schools:** No impact on schools.  
**Traffic:** Unknown

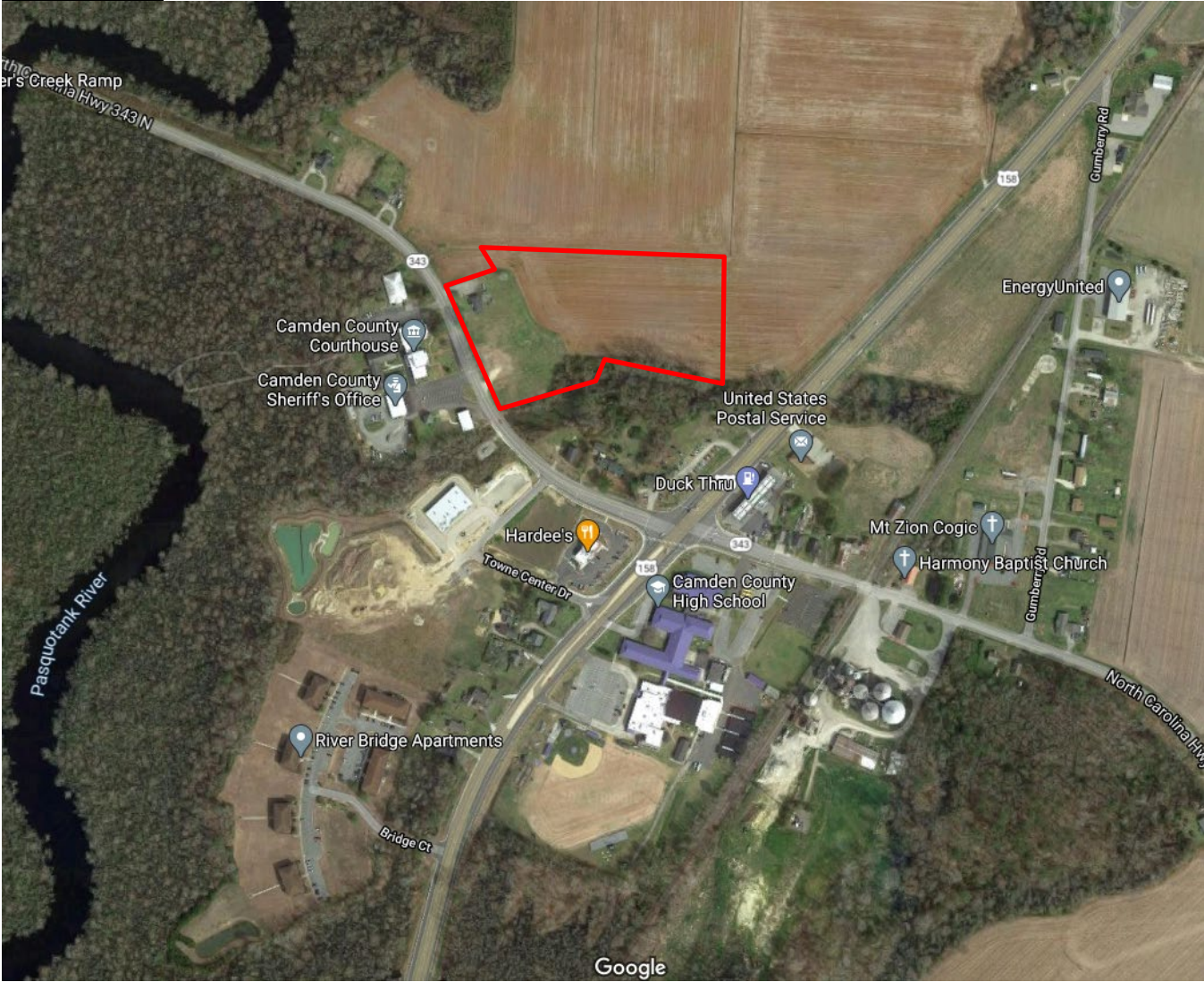
**PLANNING STAFF RECOMMENDATION:** Planning Staff recommends approval of Commercial Site Plan for the Library and Civic Building at the Administrative Complex with the following recommendations:

1. Final approval from NCDOT for driveway permit
2. Finalize NCDOT encroachment agreement
3. Recommend that the required sidewalks be included to plans for future phase; location along Hwy 343 and the driveway to the library (potentially a state road)
4. Show details of the required screening to be placed around the dumpster
5. Include on landscaping plan sheet the required farm buffer on the east side
6. Include on landscaping plan sheet the required street landscaping along NC 343
7. Correct the front setback to 75 feet
8. Show outside dimensions of library/civic building
9. Include an easement for public infrastructure (water, sewer and Stormwater)
10. Stormwater Management Plan approved by County Engineer
11. Updated set of plans showing these items and any required by Planning Board

Attachment: pbmins\_02172021 (2944 : PB Minutes - Feb 17 2021)

**Description/Location:** The application is for Phase 1 of the Library and the Civic Center Building at the Administrative Complex Commercial Site. The 8.07 acres (approximately) is located at 118 NC 343 North. It is zoned Highway Commercial in the Courthouse Township. The parcel ID number is 02-8935-03-20-2563-0000.

**Vicinity Map**



Attachment: pbmins\_02172021 (2944 : PB Minutes - Feb 17 2021)





Attachment: pbmins\_02172021 (2944 : PB Minutes - Feb 17 2021)





# CAMDEN COUNTY

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## Camden County Planning Board AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:**

**Meeting Date:** March 17, 2021

**Submitted By:** Amber Curling,  
Planning & Zoning  
Prepared by: Amy Barnett

**Item Title** Major Commercial Site Plan - Southeastern Equipment Co

**Attachments:** 1\_SoutheasternEqStaffReport (PDF)  
2\_Application (PDF)  
5\_NeighborhoodMeetingMinutes (PDF)

## STAFF REPORT

### UDO # 2021-03-06 Major Commercial Site Plan for Southeastern Equip. Co.

#### PROJECT INFORMATION

**File Reference:** UDO # 2021-03-06  
**Project Name:** Southeastern Equip. Co  
 2000 Eco Park Blvd  
**PIN:** 01-7072-00-60-9320-7072

**Applicant:** Southeastern Equip. Co  
**Address:** 2506 S. Military Hwy  
 Chesapeake, VA 23320

**Phone:** 757-545-3600  
**Email:** bsmith@secva.net

**Agent for Applicant:**  
 Eastern Carolina Engineering, PC  
 Sean C Robey  
**Address:** P.O. Box 128  
 Camden County , NC 27921

**Phone:** 252-335-1888  
**Email:** sean@easterncarolina.com

**Current Owner of Record:** Southeastern Equip.

**Meeting Dates:**  
 March 3, 2021                    **Neighborhood Meeting**  
 March 17, 2021                **Planning Board Meeting**

**Application Received:** March 3, 2021  
**By:** Amber Curling, Planning

**Application Fee paid:** \$200.00 And Check 14015  
**Stormwater Fee:** Pending  
**Completeness of Application:** See below

**Documents received:**

- A.** Major Site Plan Application Complete
- B.** Commercial Site Plan/Construction Plan Complete
- C.** Pending-DEQ - Stormwater Permit
- D.** Pending-DEQ - Erosion and Sediment Control Plan Permit
- E.** Pending-Public Works Approval of sewer connection
- F.** Pending-South Mills Water Association approval of water connection
- G.** Vicinity Aerial Map
- H.** Pending-County Approval Stormwater Management Plan with Operation and Maintenance Agreement
- I.** Neighborhood Meeting Comments

**REQUEST:** Approval of Major Commercial Site Plan Application for Southeastern Equipment located at 2000 Eco Park Blvd.

#### **Description/Location:**

The application is for Southeastern Equipment Major Commercial Site Plan located in the Camden Commerce Park off Highway 17 at 2000 Eco Park Blvd. The 15 acres (approximately) is in the South Mills Township. The parcel ID number is **PIN:** 01-7072-00-60-9320-7072.



Vicinity Map



Attachment: 1\_SoutheasternEqStaffReport (2945 : Major Commercial Site Plan - Southeastern Equipment Co)



## SITE DATA

**Size of Lot:** Approximately 15 acres  
**Flood Zone:** X  
**Zoning District(s):** Planned Development  
**Existing Land Uses:** Vacant

### **Adjacent Zoning & Uses:**

	<b>South West</b>	<b>North East</b>	<b>North West</b>	<b>South East</b>
<b>Zoning</b>	Planned Development	Light Industrial and Rural Residential	Highway Commercial	Highway Commercial
<b>Use &amp; size</b>	Pond, Commercial Business	Woods	Woods	County Spray Field Trees

### INFRASTRUCTURE & COMMUNITY FACILITIES

**Water:** Water line located along Eco Park Blvd will need to be extended to property

**Sewer:** Sewer lines are located adjacent to property along Eco Park Blvd

**Fire District:** South Mills Fire District.

**Schools:** No impact on schools.

**Traffic:** Unknown

**PLANNING STAFF SUMMARY:** If approved Planning Staff recommends the following:

1. Add Pin Number to plans
2. Add Dumpster screening to plan
3. County Stormwater Management Plan Approval with Operation and Maintenance Agreement
4. South Mills Water Association approval of water connection
5. Camden County Public Works Approval of sewer connection
6. Updated set of plans showing these items and any required by Planning Board if needed



# Land Use / Major Site Plan Application

**OFFICIAL USE ONLY:**  
 UDO Number: 2021-03-06 Zoning Dist.: PD  
 Date Filed: 3/3/2021 Flood Zone: X  
 Received By: any Watershed (Y/N): N  
 Application Fee: \$20000 LLC current(Y/N): Y  
 Storm Water Fee: \$ pending

*OK \$20000 #14015*

### Contact Information

<input checked="" type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> APPLICANT	<input checked="" type="checkbox"/> AGENT
Name: <u>Southeastern Equipment Corp</u>	Name: <u>Sean C. Robey, PE</u>	
Address: <u>2506 S. Military Highway</u> <u>Chesapeake, VA 23320</u>	Address: <u>Eastern Carolina Engineering, PC</u> <u>PO Box 128, Camden, NC 27921</u>	
Telephone: <u>757-545-3600</u>	Telephone: <u>252-335-1888</u>	
Email: <u>bsmith@secva.net</u>	Email: <u>sean@easterncarolinainc.com</u>	
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____		
DOCUMENTATION OF PROPERTY OWNER GIVING CONSENT TO APPLICANT (Y/N/NA): _____		

### Project/Property Information

Project/Business Name: Southeastern Equipment Corp- Lot 3 Camden Commercial Park

Physical Street Address 2000 Eco Park Boulevard, South Mills, NC 27976

General Location Description: Lot 3 - Camden Commerce Park

Parcel ID Number(s): Not available

Deed Book / Page Number and/or Plat Cabinet / Slide Number: DB403/PG151 - PB9/SL42-PC9/PG 42

Total Acreage of Parcel: 16.562 Total area of land disturbing activity \_\_\_\_\_

Existing Land Use of Property Vacant Proposed Use Equipment Sales

Existing Impervious Surface 0 Proposed Impervious Surface \_\_\_\_\_

Existing Total Floor area 0 Proposed Total Floor Area 10,000 SF

Describe Water Availability/Approval (Existing, Well, County) County water

Perc Test (Y,N,NA): N/A County Approval Sewer Connection (Y,N,NA): Y

Is Special Use Permit Required? (Y,N,NA) N If yes UDO# and status \_\_\_\_\_

### Building and Site Design

Does the Commercial Design Meet Standards of UDO Article 5.1.2? Yes

### Meeting

Date Neighborhood Meeting Held: 3/2/2021 Meeting Location: Camden Courthouse

Proposed Date of Planning Board Meeting 3/17/2021

Attachment: 2\_Application (2945 : Major Commercial Site Plan - Southeastern Equipment Co)

**Documents (If Applicable-Yes, No, NA)**

County Storm water Management Plan Review/Approval Yes-pending

State Erosion & Sediment Control Permit Yes-pending

State Stormwater Permit Yes-pending

Is lot served by NCDOT maintained road? No NCDOT Approval N/A

Does the plan shall clearly indicate the steps that will be taken for restoring a Stormwater Management Facility to design specifications if a failure occurs? Yes

Stormwater Maintenance Performance Guarantee Yes

**Additional Fees**

Water Fee Paid (Y,N,NA): Y Sewer Fee Paid (Y,N,NA): Y

**Brief Description of Construction Activities`**  
office and equipment shop with vehicle storage/display area  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property during reasonable business hours for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.*

  
 \_\_\_\_\_  
 Bryan Smith

\_\_\_\_\_ Date  
 March 3, 2021

Property Owner(s)/Applicant\* \_\_\_\_\_ Date  
 \*Note: Forms must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.  
 11/17/2020

Attachment: 2\_Application (2945 : Major Commercial Site Plan - Southeastern Equipment Co)

### 3/2/2021 – MINUTES FROM PUBLIC MEETING

On March 2, 2021 a public meeting for site plan submittal of 16.562 acres of property owned by Southeastern Equipment Corporation in Camden Business Park was held at the Camden County Historic Courthouse at 6 PM.

Outside of the applicant's representatives and county staff, there were no other people in attendance.

The meeting commenced at 6 PM.

Amber Curling and Sean Robey, engineer for the applicant, discussed the project.

Absentee Comments by:

Loretta Whitehurst  
222 Mallory Buck Road  
Gates, NC 27937

Mrs. Whitehurst's comments per her phone conversation with Sean Robey on March 1, 2021 were presented as follows:

1. She does not want any development in South Mills.
2. She does not want anyone building near her property.
3. She does not want anyone trespassing on her property.

The meeting was adjourned at 6:20 pm.



March 2, 2021 6:00 PM Neighborhood Meeting for Southeastern Equipment Site Plan

NAME	COMPANY	ADDRESS	PHONE	EMAIL
Sean Robey	Eastern Carolina Engineering	P.O. Box 128 Camden, NC 27921	252-335-1888	sean@easterncarolinainc.com
Daphne Robey	Eastern Carolina	P.O. Box 128 Camden, NC 27921	252-335-1888	daphne@easterncarolinainc.com
Dana Scarborough	Eastern Carolina	P.O. Box 128 Camden, NC 27921	252-335-1888	danas@easterncarolinainc.com
AmberCurling	Planning Dept Camden		252-335-1919	acurling@camdenconyge.com