

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:

Attendee Name	Title	Status	Arrived
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:

Attendee Name	Title	Status	Arrived
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:

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

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CONSIDERATION OF AGENDA

Motion to Approve Agenda as Presented

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

CONSIDERATION OF MINUTES FROM JANUARY 20, 2021

Motion to Approve Minutes from 1-20-21 As Written

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

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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 2nd week in March
- Trying to have site under construction by April 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.

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

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ADJOURN

Motion to Adjourn

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

*Chairman Calvin Leary
Camden County Planning Board*

ATTEST:

*Amy Barnett, Clerk
Camden County Planning Department*

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:

	North	South	East	West
Zoning	Highway Commercial (HC)	Highway Commercial (HC)	Highway Commercial (HC)	NC 343 North
Use & size	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.

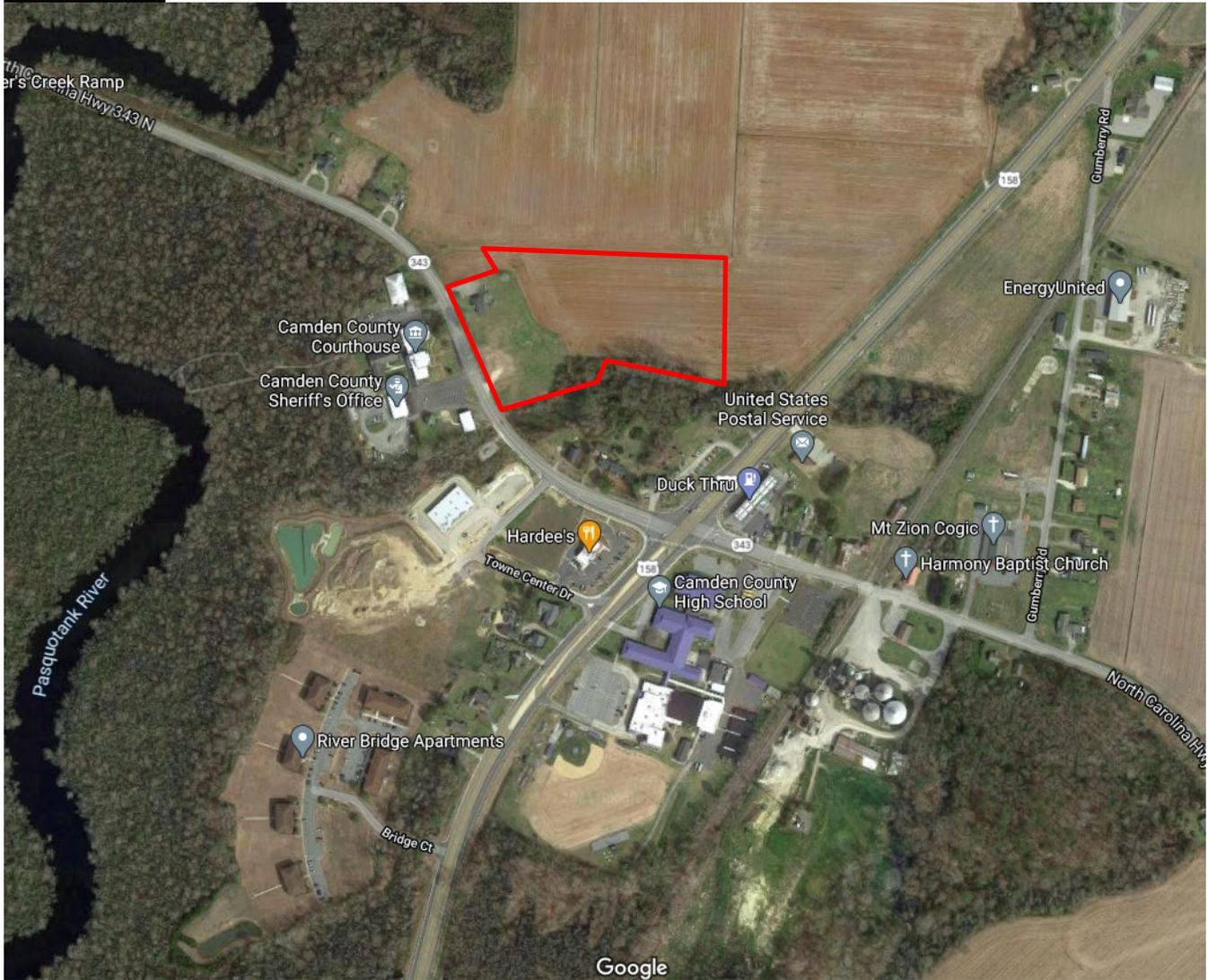
Traffic: Unknown

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**

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



Vicinity Map

