

**Camden County Planning Board
Minutes
February 20, 2013, 7:00pm
Historic Courtroom
Camden County Courthouse Complex**

Members Present:	Absent:
Chairman Rodney Needham	Fletcher Harris
Vice Chairman Calvin Leary	John Aydlett
Ray Albertson	
David Bundy	
Michael Etheridge	

Call to Order & Welcome

Chairman Rodney Needham called to order the February 20, 2013 meeting at 7:00 PM.

Others Present at Meeting

STAFF PRESENT

Name:	Title:
Dan Porter	Director of Planning
Amy Barnett	Clerk to the Planning Board

OTHERS PRESENT

Name/Residence:	Title:	Purpose / Representing:	Meeting Section:
NONE			

Consideration of Agenda

Chairman Rodney Needham called for consideration of the agenda.

Motion to approve the agenda as presented made by: Vice Chairman Calvin Leary.

Motion Seconded by: Ray Albertson.

The motion was approved with Chairman Rodney Needham, Vice Chairman Calvin Leary, Members Ray Albertson, David Bundy, and Michael Etheridge voting aye, none voting no, Fletcher Harris and John Aydlett absent, and none not voting.

Consideration of Minutes: January 23, 2013

Chairman Rodney Needham called for consideration of the minutes from January 23, 2013.

Vice Chairman Calvin Leary pointed out a clerical error on line 36 page 4 of the January 23, 2013 wherein Chairman Rodney Needham's name appeared as calling for consideration of an agenda item, however he was not in attendance at that meeting. The line should have reflected Vice Chairman Calvin Leary's name. Clerk to the Planning Board acknowledged the error and will make the correction.

Motion to approve the minutes as corrected made by: Vice Chairman Calvin Leary.

Motion Seconded by: Michael Etheridge.

The motion was approved with Chairman Rodney Needham, Vice Chairman Calvin Leary, Members Ray Albertson, David Bundy, and Michael Etheridge voting aye, none voting no, Fletcher Harris and John Aydlett absent, and none not voting.

Comments from the Public

NONE

Old Business

NONE

New Business

New Business, Item #1

Ordinance 2013-02-01 Proposed Amendment to UDO (Water Connection Fee)

Ordinance No. 2013-02-01

**A Ordinance
Amending the Camden County
Code of Ordinances**

Camden County, North Carolina

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

Article I: Purpose

The purpose of this Ordinance is to amend the Article 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

Article II: Construction

For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (strikethrough) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (italics) and underlined.

Article III: Amend Section 151 as amended of the Camden County Code which shall read as follows:

CHAPTER 151: UNIFIED DEVELOPMENT

§ 151.171 MAJOR SUBDIVISIONS TO INSTALL WATER LINES.

(E) If the developer is developing new lots within any area served by a public water system in the county, the subdivider shall construct a water system and connect it to the system owned and operated by the water system that serves the area where the subdivision is located, subject to the following conditions.

(1) Construction plans for the proposed system shall be prepared by a registered engineer, materials and construction to be in accordance with the specifications for the public water system, as prepared by the water system's engineer, that serves the area where the subdivision is located and submitted with the preliminary plat to the Planning Board and public water system that serves the area where the subdivision is located and all appropriate state agencies.

(2) The cost of the construction, connection and approval of the subdivision water system shall be paid by the subdivider.

(3) All water mains, laterals, meter boxes and easements shall be dedicated to the public water system. Water lines shall be installed within street rights-of-way, where possible.

(F) (1) The water system where the subdivision is being developed may require installation of certain oversized facilities, such as water mains in excess of eight inches in diameter, when it is in the interest of future development.

(2) When this is required, the water system where the subdivision is located shall pay for that portion of the improvement that exceeds the standards set forth in this chapter.

(G) All connection fees shall be paid prior to issuance of the building permit for the dwelling. By the developer for each lot required to be connected to the county water system, prior to the submission of final plat approval.

151.233 REQUIRED MAJOR SUBDIVISION SUBMISSION DOCUMENTS AND INFORMATION.

	<i>Sketch Plat</i>	<i>Preliminary Plat</i>	<i>Final Plat</i>
Location and construction details of either wet or dry fire hydrants		X	
Lighting plan and details, if proposed		X	
Landscape and tree-planting plan with details, if required		X	
Solid waste management - dumpster plan, if required		X	
Sight triangles		X	X
Two copies of as-built plans to be submitted, showing any utilities, drainage and infrastructure improvements installed			X
Construction details, as required by Ch. 151 of the code of ordinances		X	X
Monumentation set and control corner established			X
Payment per lot connection fees for county water			X

Adopted by the Board of Commissioners for the County of Camden this _____ day of _____, 2013

County of Camden

Garry Meiggs, Chairman
Board of Commissioners

ATTEST:

Ashley Honaker
Clerk to the Board

Dan Porter described this proposed amendment to the Unified Development Ordinance:

- This ordinance is partially in response to a request from a developer (to reduce the expenses on the part of the developer by way of switching the requirement of obtaining the water tap from final plat to building permit at which point the property owner would be responsible for paying the tap fees); This change has also been spoken of in house for a while.
- Will save money on the part of the developer by placing the responsibility of paying the tap fees onto the property owner (land purchaser) just prior to obtaining a building permit.
- Prior reasoning for having the tap fees at final plat was to ensure that there was adequate capacity within the water system for the proposed uses.
- Water Department (David Credle, Director of Public Works) has been consulted on this and they have no problem with this change.

Chairman Rodney Needham asked for clarification as to who is responsible for paying the water tap fees. Dan Porter responded that as it stands now, the developer is responsible, but that if this proposed change is approved, the owner of the land (or purchaser) would be responsible for paying the tap fees just prior to starting the process of obtaining the building permit.

Chairman Rodney Needham asked if there were any further questions or comments about Ordinance 2013-02-01 Proposed Amendment to UDO (Water Connection Fee). Hearing none, he called for a motion.

Motion: To approve Ordinance 2013-02-01 Proposed Amendment to UDO (Water Connection Fee)

Motion made by: Vice Chairman Calvin Leary.

Motion Seconded by: Ray Albertson.

The motion was approved with Chairman Rodney Needham, Vice Chairman Calvin Leary, Members Ray Albertson, David Bundy, and Michael Etheridge voting aye, none voting no, Fletcher Harris and John Aydlett absent, and none not voting.

New Business, Item #2

Special Use Permit (UDO 2013-02-03) Camden County Public Library

**Findings of Facts
Special Use Permit
UDO 2013-02-03**

- | | |
|---|---|
| 1. Name of Applicant: | County of Camden |
| 2. Agent for Applicant: | |
| 3. Address of Applicant: | 330 East Hwy 158, Camden, North Carolina 27921 |
| 4. File Reference: | UDO 2013-02-03 |
| 5. PIN: | 02-8945-00-09-5502-0000 |
| 6. Street Address of Property: | 104 Investors Way, Camden, North Carolina 27921 |
| 7. Location of Property: | Courthouse Township |
| 8. Flood Zone: | X |
| 9. Zoning District(s): | Highway Commercial (HC) |
| 10. Is a Zoning Change required for the Proposed Use? | No |
| 11. General Description of the Proposal: | Public Library |
| 12. Use Classification: | Article 151.334 (Use # 5.320) |
| 13. Date Application Received by County: | February 6, 2013 |
| 14. Received by: | Dave Parks, Permit Officer |
| 15. Application Fee Paid: | Waived |
| 16. Completeness of Application: | Application appears to be complete |
| A. Items Needed: | None |
| 17. Documents received upon filing of application or otherwise included: | |
| A. | Land Use Application |
| B. | Sight Plan |
| C. | Internal Conceptual Layout |
| D. | Aerial Photo |
| E. | Health Department Input |

18. **Adjacent Property Use:** Camden Commercial Park
19. **Existing Land Use:** Strip Mall - 4 empty units
20. **Lot size:** 3.8 acres
21. **Utilities:**
- A. **Does the application include a letter or certificate from the District Health Department regarding septic tanks?** Yes (attached)
 - B. **Does the applicant propose the use of public sewage systems?** No
 - C. **Does the applicant propose the use of public water systems?** Yes
 - D. **Distance from existing public water supply system:** Adjacent to property
 - E. **Is the area within a five-year proposal for the provision of public water?** N/A
 - F. **Is the area within a five-year proposal for the provision of public sewage?** No
22. **Streets**
- A. **Are all streets designed to be place under State system?** Yes
 - B. **Are proposed streets named?** N/A
 - C. **Street names:** Investors Way
 - D. **Are any street names already being used elsewhere in the County?** N/A
23. **Landscaping**
- A. **Is any buffer required?** Broken Landscaping - Type C (existing)
 - B. **Is any landscaping described in application:** No
24. **Findings Regarding Additional Requirements:**
- A. Endangering the public health and safety: Staff feels that the proposed use does not endanger the public health and safety.
 - B. Injure the value of adjoining or abutting property: Staff feels that the development will not injure the values of adjoining or abutting property.
 - C. Harmony with the area in which it is located: Proposed use is in harmony with the area in which located.
 - D. Conformity with the Plans:
 - (1) Land Use Plan - Project is in conformity with the Land Use Plan
 - (2) Thoroughfare Plan - Project is in conformity with the Thoroughfare Plan
 - (3) Other Plans officially adopted by the Board of Commissioners - N/A
 - E. Will not exceed the county's ability to provide public facilities:
 - (1). Schools - N/A
 - (2). Fire and Rescue - No
 - (3). Law Enforcement - No
 - F. Other County Facilities - N/A

Staff recommends approval with the following conditions:

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
 2. The applicant shall complete the development strictly in accordance with the plans approved by the Board of Commissioners of Camden County, North Carolina, and contained in the file titled UDO 2013-02-03.
 3. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this special use permit shall be voided and have no effect.
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Dan Porter described this application for Special Use Permit for the new Camden County Public Library:

- Will occupy 4 units in the strip building in the Camden Business Park.
- Floor plan will be changing
- Building Inspector and Fire Marshall to look at plans
 - Exit doors to meet fire code
- Library will be managed by County Manager
- State grant for consultation and design
- Project is underway, application is formality

Vice Chairman Calvin Leary asked if this Special Use Permit needed updated plans prior to issuance. Dan Porter responded that the updated plans were not needed at this point, that the special use permit is just a formality that says that the county can use the property for the purposes stated therein.

At this time Chairman Rodney Needham asked if there were any further questions or comments regarding this item. Hearing none, a motion was called for on New Business Item #2: Special Use Permit (UDO 2013-02-03) Camden County Public Library.

Motion Made: *Approve Special Use Permit (UDO 2013-02-03) Camden County Public Library*

Motion made by: David Bundy

Motion seconded by: Vice Chairman Calvin Leary

The motion was approved with Chairman Rodney Needham, Vice Chairman Calvin Leary, Members David Bundy, Michael Etheridge, and Ray Albertson voting aye, none voting no, John Aydlett and Fletcher Harris absent, and none not voting.

Information from Board and Staff

- None

Consider Date of Next Meeting - March 20, 2013

Adjournment

At 7:21 PM, Michael Etheridge made a motion to adjourn the meeting. David Bundy seconded the motion. The motion was approved with Chairman Rodney Needham, Vice Chairman Calvin Leary, Members David Bundy, Michael Etheridge, and Ray Albertson voting aye, none voting no, John Aydlett and Fletcher Harris absent, and none not voting.

Date: _____

Approved: _____
Chairman Rodney Needham

Attested: _____
Amy Barnett, Planning Clerk