

Camden County Board of Commissioners

December 12, 2018 – 12:00 PM

Special Meeting

Historic Courtroom, Courthouse Complex

Camden, North Carolina

MINUTES

The Camden County Board of Commissioners held a Special Meeting at 12:00 PM on December 12, 2018 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Chairman Tom White at 12:00 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Ross Munro and Randy Krainiak.

Staff Present: County Manager Ken Bowman, Clerk to the Board Karen Davis, Planning Director Dan Porter, and Zoning Officer Dave Parks.

ITEM I. CONSIDERATION OF THE AGENDA

Motion to approve as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

ITEM II. UNIFIED DEVELOPMENT ORDINANCE

Dan Porter presented the following in regard to the Unified Development Ordinance:

At the close of public hearing on Friday, November 16 there were three outstanding issues that the Commissioners asked staff to research and provide additional alternatives. They were commercial building design standards, landscaping, and free standing signs.

Since the public hearing Mr. Porter conducted considerable internet research regarding landscaping, parking lot, and sign issues. He has taken several pictures of the same from around Elizabeth City, Currituck and Camden. Meetings have been held with Mr. Steven Bradshaw, who had several comments on the landscaping, and Fletcher Harris a Planning Board member who owns a commercial landscaping business and also advised on the UDO Review Committee. Mr. Porter also met with Mr. Ambrose and other representatives of the sign industry. Additionally, he reviewed the commercial design standards for Currituck and talked with their Planning staff.

Commercial Design Standards

At issue during the hearing was the desire to improve the visual impact of commercial buildings beyond just the front street facing façade and clarify what architectural elements are needed to accomplish the same. During the previous work session with the Planning Board and the Board of Commissioners there was considerable discussion regarding the architectural elements which resulted in the recommended UDO language.

It is staff's recommendation that these criteria are sufficient to achieve the desired design; however, in order to achieve consistent level of design it is recommended that a slight wording change should be made in various places from

“...facades fronting (in some places facing) public streets.....” to “.....facades visible from public streets”.

This change would relate to the design criteria for allowable materials, colors, building articulation, fenestration, awnings, and roof form.

It should be noted the Currituck UDO also uses the terms **facing** and **fronting public streets**; however conversations with their staff revealed that they are interpreting the terms broadly to include **“visible from public streets”** and recommend changing the terms to be more consistent with their administrative practice.

Allowable Materials

It was decided by consensus that vinyl siding will not be included as a prohibited material.

Motion to use the term ‘visible from the fronting public streets’.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs, Munro

A second recommendation is to adopt another sentence from the Currituck UDO that reads
“Outbuildings located in front of other buildings within the same development shall include a consistent level of architectural detail on all four sides of the building as well as exterior materials and colors that are compatible with the primary building in the development.”

Motion to approve the staff recommendation as presented in regard to the architectural detail of outbuildings.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

Landscaping

The recommendations related to landscaping address the issues of canopy trees, street yard buffers, parking lot interior plantings, descriptions and applicability of type A, B, & C buffers.

Canopy Trees

All requirements for “canopy trees” have been changed to simply “trees”.

5.9.5.A.3 Public Comment

Steven Bradshaw: Per our meeting, and BOC discussion, we removed the 6-foot requirement for evergreen trees. They have the same requirement as any tree.

Staff Response

This was discussed and there was some general agreement however I don’t believe they voted on any of the landscaping recommendations.

Motion to require 2-inch caliper trees.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs, Munro

5.9.5.B Public Comment

Steven Bradshaw: At our meeting, we agreed to remove any difference in trees. Delete all of B.

Staff Response

All of B was deleted.

5.9.5.C Public Comment

Steven Bradshaw: Per our meeting, and BOC discussion, shrubs did not have a minimum height of 36 inches. This would block monument signs. I see no reason to require 3 gallon, as long as they are 12 inches at planting. Recommend allowing trimming to 12 inches (18 max).

Staff Response

What we currently have is adequate.

Motion to require 3-gallon plants.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs, Munro

5.9.5.E Public Comment

Steven Bradshaw: Species Diversity - Does the county really need to control which trees are planted? I like the look of the same tree in a line.

Staff Response

Planting a variety of species curtails the spread of disease and insect infestation.

It was decided by consensus to approve the recommendation of staff in regard to Species Diversity.

Monument Signs – Public Comment

Steven Bradshaw: Why max of 3 feet? It was 3.5 feet in the draft; why getting shorter? If your bushes are required to be 3 feet, will you be able to see them? We discussed this very issue. I would recommend 6 feet max.

Staff Response

The recommendation is not 3 feet. It is 3.5 feet in the “Mixed Use district” (the 3 feet in the graphic is the sign face not including the 6 inch foundation) which, as explained during the hearing, is a compact pedestrian oriented district. The max in other commercial district is 6 feet. The recommendation had more to do with matching the wording to the graphics and vice versa.

It was decided by consensus to approve the staff recommendation in regard to monument signs.

Street Yard Buffer – Public Comment

Steven Bradshaw: Recommend minimum of two trees per 100 linear feet of landscaping area (not paved area), placed however desired per landscaping plan. Example: 150 feet of street frontage with two 30 foot entrances equals 90 feet landscaping area and therefore two trees. We discussed adding trees to the side and back buffers. I don’t see this addressed in your presentation.

Staff Response

The requirement is based on “property frontage”. Driveway widths are excluded from the calculation but this could be revised. There is no spacing requirement that I see for trees. There is for shrubs if that option is chosen, but it also refers to intermittent planting which is pretty flexible. The general requirement in 5.9.8 (A) 1 calls for 1 tree per 12 parking spaces, and in

5.9.8 (A) 2 requires no parking space is more than 60 feet from trunk of tree. The assumption is that these requirements will likely exceed the street yard buffer and result in trees elsewhere around the perimeter. We could welcome additional perimeter requirements if the Board of Commissioners desires.

It was decided by consensus to approve the staff recommendation in regard to the Street Yard Buffer.

Parking Lot Interior

Changes related to parking lot interiors include:

- Clarification that each row of 12 spaces (24 if double-stacked) requires planting islands.
- Reduce the size of planting islands for 162 square feet to 100 square feet.
- Removes the alternative to plant shrubs instead of trees.

It was decided by consensus to approve the staff recommendation as presented in regard to Parking Lot Interior.

Street Yard Buffers

Currently street yard buffers allow for alternatives related to number of canopy and understory trees and/or shrubs. The recommendations are an overhaul of requirements for alternatives of

1. Minimum of two trees per 100 linear feet.
2. One row of shrubs with/without intermittent planting areas; or
3. No street yard tree or shrubbery buffer for properties where no parking is located between the street and front of building.

It was decided by consensus to approve the staff recommendation in regard to Street Yard Buffers as presented.

Perimeter Buffers

Perimeter buffers are required between zoning districts – not between specific uses. A matrix is presented that calls for either a Type A (totally opaque), Type B (semi opaque), or Type C (intermittent). The current proposal presents zoning districts grouped and matched with other groups of district types to determine which buffer type is required. The matrix is not internally consistent and the grouping of districts seems unwieldy.

Recommendation is to replace existing matrix with one that matches each individual district to the others.

	CP	WL	RR	SR	NR	VR	CC	VC	HC	MC	MX	LI	HI
CP	X												
WL	NA	X											
RR	NA	NA	X										
SR	C	NA	NA	X									
NR	C	C	C	C	X								
VR	C	B	C	B	C	X							
CC	C	B	C	C	B	B/C	X						
VC	B	A	B	B	B	B	C	X					
HC	B	B	A	A	A	A	C	B	X				
MC	C	B	B	B	B	B	B	B	B	X			
MX	B	A	B	B	C	C	C	C	B	B	X		
LI	A	B	A	A	A	A	A	A	B	B	A	X	
HI	A	A	A	A	A	A	A	A	B	B	A	B	X

Motion to approve the Perimeter Buffers matrix as presented by staff.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs, Munro

Signs

During the public hearing there was considerable discussion regarding sign size, height, and support structures. Staff was directed to meet again with industry representatives to find alternatives. The meeting led to recommendations which reduce the maximum height, require single pole signs to be wrapped with a skirt at least 25% of the sign width, establish specific sign face maximums, and allow for reduced setbacks in return for lower maximum height and slightly smaller sign face.

Highway Commercial District

Recommendation

Monument Signs - Match graphic to wording with maximum height of 6 feet.

Any sign supported by a single pole shall include a vertical skirt around the pole equal to no less than 25% of the sign width.

- 10-foot setback from right of way
- 64 square feet per side
- Max height 15 feet
- Multi-tenant
 - 2-6 tenants 88 square feet per side
 - 7-14 tenants 112 square feet per side
 - 15 plus tenants 136 square feet per side
 - Max height 20 feet

- 5-foot setback from right of way
 - 48 square feet per side
 - Max height 12 feet
- Multi-tenant
 - 2-6 tenants 68 square feet per side
 - 7-14 tenants 88 square feet per side
 - 15 plus tenants 108 square feet per side
 - Max height 15 feet

Mixed Use District

Recommendation

Monument Signs - Match wording to graphic with maximum height of 3.5 feet.

- Add in a provision that allows free standing signs
 - Max Height 6 feet
 - Max size 12 square feet per side

It was decided by consensus to approve the staff recommendation as presented in regard to Sign Standards.

5.14.14 Off-Premise Signage

B. General Standards

All off-premise signage in the County shall comply with Section 19A NCAC 2E.0202 and 2E.0203 of the North Carolina Administrative Code, as amended (the current State DOT Outdoor Advertising Manual), the requirements of the State Building Code, and the following:

1. No off-premise sign may be located within 500 feet of any other off-premise or ~~on-premise sign~~.
2. No off-premise sign may have a sign size greater than 800 square feet.
3. Off-premise signage shall be erected so that all parts of the structure shall not be within 15 feet from the edge of the nearest public street or right-of-way.
4. The bottom of an off-premise sign shall be at least 12 feet above grade.
5. The height of an off-premise sign shall not exceed 35 feet, except that an additional temporary advertising display may extend above the sign up to a height of 50 feet for a period of up to six months.
6. All off-premise signs shall have framing using pressure-treated wood, MDO plywood panels, metal or similar-looking materials.
7. Signs shall not obscure or otherwise interfere with the effectiveness of an official sign, signal or device, or obstruct or interfere with the driver's view of approaching, merging or intersecting traffic.

Staff does not support removing existing language on #1 above.

Motion to approve the staff recommendations as presented in regard to Off-Premise Signage.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs, Munro

Motion that the UDO be updated by January 1, 2019 with the changes decided upon so that it can be reviewed by the commissioners prior to the February meeting.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs, Munro

It was noted that the preliminary floodplain maps and regulations were approved during the Public Hearing on November 14, 2018 with an effective date of December 21, 2018.

ITEM III. BUDGET AMENDMENT

2018-19-BA021
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the General Fund as follows:

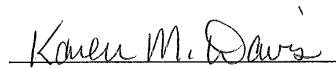
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses			
104200-502000	Salaries	\$12,300	
104200-505000	FICA	\$ 941	
104200-507000	Retirement	\$ 960	
104200-507100	401K	\$ 615	
104700-504004	Professional Services		\$14,816

This Budget Amendment is made to change appropriated funds for County Manager and Clerk to the Board salary increases.

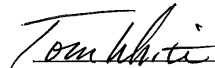
This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 12th day of December, 2018.



Clerk to Board of Commissioners



Chairman, Board of Commissioners



Motion to approve Budget Amendment 2018-19-BA021.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

The meeting was recessed by Chairman White until 1:30 PM.

Chairman White reconvened the meeting of the Board of Commissioners at 1:30 PM.

ITEM IV. LAGOON LINER UPDATE

Due to dewatering delays and the breakdown of materials used in the original construction, the following change order was presented to the Board in regard to the replacement of the lagoon liner:

• Supply Labor	\$182,400.00
• Supply Equipment	\$116,160.00
• HIS Aquabarrier Cofferdam	\$287,200.00
• Common Fill	<u>\$ 19,000.00</u>
Total Change Order Scheduled Value	\$604,760.00

Contract Sum to Date - \$1,093,804.00

Sean Robey, general contractor and Joe Anlauf, architect, were present to answer questions and offer more information.

Commissioner Ross Munro offered a motion to proceed with the current section of the lagoon and get another update before moving to the other sections.

After a brief discussion Commissioner Munro amended his motion as follows:

Motion to approve the change order as presented and required budget amendment is hereby authorized in the amount of \$604,760.00 from the General Fund Balance appropriated to the Lagoon Liner Project.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

There being no further matters for discussion, Chairman White adjourned the meeting of the Board of Commissioners at 2:26 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board