CAMDEN COUNTY
Planning Board Meeting
March 16, 2016, 7:00 PM

Camden County

NEW ENERGY. NEW VISION.

Camden County Courthouse
Historic Courtroom
Courthouse Complex

RODNEY NEEDHAM
Chairman

CALVIN LEARY
Vice Chairman

RAY ALBERTSON
MIKE ETHERIDGE
PATRICIA DELANO
FLETCHER HARRIS
RICK MCCALL

Camden County
NEW ENERGY. NEW VISION.

Camden County Planning Board

MICHAEL RENSHAW
County Manager

DAN PORTER
Planning Director

AMY BARNETT
Planning Clerk

Meeting Agenda, Wednesday, March 16, 2016, 7:00 PM

Historic Courtroom, Camden County Courthouse

I. CALL TO ORDER & WELCOME

II. Consideration of Agenda ..... (Page i to ii)

1. Motion to Approve Agenda: As Presented | As Amended

III. Consideration of Minutes from 12-16-15 ..... (Page 1 to 8)

1. Minutes from 12-16-15
   a. Motion to Approve Minutes: As Written | As Amended | As Corrected

IV. Comments from the Public

V. Old Business

VI. New Business ..... (Page 9 to 14)

1. Ordinance No. 2016-03-01, Table of Permissible Uses, Outdoor Firing Range - Law Enforcement Only

a. Discussion: Table of Permissible Uses, Outdoor Firing Range - Law Enforcement Only
b. Motion to Approve or Deny

VII. Information from Board and Staff

VIII. Consider Date of Next Meeting - April 20, 2016

IX. Adjourn Meeting

1. Motion to Adjourn March 16, 2016 Meeting

P. O. Box 190 • 117 North 343 • Camden, NC, 27921 • Phone (252) 338-1919 • Fax (252) 333-1603
www.camdencountync.gov

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CAMDEN COUNTY PLANNING BOARD

AGENDA ITEM SUMMARY SHEET

MOTION MADE BY:	
R. Needham	____
C. Leary	____
R. Albertson	____
M. Etheridge	____
P. Delano	____
F. Harris	____
R. McCall	____
NO MOTION	____
VOTE:	
R. Needham	____
C. Leary	____
R. Albertson	____
M. Etheridge	____
P. Delano	____
F. Harris	____
R. McCall	____
ABSENT	____
RECUSED	____

Item Number: III.
Meeting Date: March 16, 2016
Attachments: 1
Submitted by: Planning Clerk

ITEM TITLE: Minutes:
1. December 16, 2015

SUMMARY:

For review and possible approval

RECOMMENDATION:

For your review and possible approval.

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Camden County Planning Board

December 16, 2015
7:00 P.M. – Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Planning Board was held on December 16, 2015 in the Historic Courtroom, Camden, North Carolina. The following is the Board attendance record for the aforementioned meeting:

I. CALL TO ORDER & WELCOME

BOARD MEMBERS PRESENT

Attendee Name	Title	Status	Arrived
Rodney Needham	Chairman	Present	6:50 PM
Calvin Leary	Vice Chairman	Present	6:50 PM
Fletcher Harris	Board Member	Present	6:50 PM
Patricia Delano	Board Member	Absent	
Michael Etheridge	Board Member	Present	6:50 PM
Rick McCall	Board Member	Present	6:50 PM
Ray Albertson	Board Member	Present	6:50 PM

STAFF PRESENT

Attendee Name	Title	Status	Arrived
Dan Porter	Planning Director	Present	6:45
Amy Barnett	Planning Clerk	Present	6:30

Also Present:
Richard Browner, Agent for Applicant Frank T. Williams, Lakes of Shiloh Major Subdivision

II. CONSIDERATION OF AGENDA

Motion to: Approve Agenda As Presented

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Michael Etheridge, Board Member
SECONDER:	Calvin Leary, Vice Chairman
AYES:	Needham, Leary, Harris, Etheridge, McCall, Albertson
ABSENT:	Delano

III. CONSIDERATION OF MINUTES FROM 11-18-15

Motion to: Approve Minutes As Written

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Michael Etheridge, Board Member
SECONDER:	Fletcher Harris, Board Member
AYES:	Needham, Leary, Harris, Etheridge, McCall, Albertson
ABSENT:	Delano

IV. COMMENTS FROM THE PUBLIC

None

V. OLD BUSINESS

None

VI. NEW BUSINESS

1. UDO 2007-10-09 Final Plat Phase I Lakes at Shiloh

Final Plat Phase I
Lakes at Shiloh
UDO 2007-10-09

1. Agent for Applicant:	Richard S. Browner
2. Address of Agent:	P. O. Box 7100 Virginia Beach, VA 23457
3. PIN:	03-8974-00-13-2193-0000
4. Name(s) of Current Owner(s) of Record:	Richard Browner / Frank T. Williams
5. Street Address of Property:	See Final Plat
6. Location of Property:	Off Sandy Hook Road Shiloh Township
7. Flood Zone:	X
8. Zoning District(s):	Mixed Single Family Residential (R2)
9. General Description of Proposal:	Final Plat Phase I Lakes at Shiloh Major Subdivision - 10 lots this phase
10. Date Application Received by County:	11-30-15
11. Received by:	Dave Parks, Permit Officer
12. Application fee paid:	Yes. $500.00 Check # 125230
13. Completeness of Application:	Application is generally complete.

14. Documentation received:

- **A.** Ten (10) copies (18x24) of Phase I Final Plat
- **B.** As Builts - 2 copies signed dated 4/18/2013
- **C.** NCDOT Letter on the pavement acceptance
- **D.** Copy of email from Transportation Director Camden Schools
- **E.** Copy of Restrictive Covenants
- **F.** Landscaping Plan

15. Compliance with Preliminary Plat Special Use Permit: All requirements of the Special Use Permit issued for this development have been met or guaranteed (i.e. bonded).

Staff recommends approval of Phase I Final Plat for Lakes of Shiloh with the following condition:

- Amend Final Plat to reflect correct address of lot 1 to read 101 Bailey Circle.

Dan Porter described this agenda item by going over the foregoing information, after which he then introduced Mr. Richard Browner, the agent for the applicant, who was at the meeting to answer any questions the Board may have.

Richard Browner, of Dances Bay Road, Elizabeth City, NC; Agent for Applicant

- Has built and sold the 'spec' house
- Trees for the landscaping have been ordered and will be planted
- There is an old cemetery on the property which is part of phase 2, has identified some of the grave sites; has contacted a fence company and a monument company and will be placing fencing and monuments in/on and around the cemetery

Michael Etheridge asked about open space and if the developer will be responsible for maintenance.

Mr. Browner responded with the following information:

- Home Owners Association will be responsible for maintenance of common areas
- The lakes belong to the Home Owners Association, and all lots will have access
- There is an insurance policy for the HOA
- There will be some restrictions on what can and can not be done around the lakes
- Articles of Incorporation for the HOA will be drafted by Mr. Billy Brumsey of law firm Brumsey & Brumsey of Currituck NC (law firm for the applicant), until then the developer will be responsible.
- Each Home Owner will pay a monthly fee for maintenance of properties maintained by the HOA

Dan Porter asked how many lots had to be sold before the property is turned over to the Home Owners Association.

Mr. Browner responded that 51% of the lots have to be sold before the property is turned over to the Home Owners Association.

Mr. Browner added the following information:

- Roads in the development have been built to state standards
- once 4 homes have been built and sold, the state will take over maintenance of the streets

Rick McCall asked for clarification regarding the process whereby the state takes over maintenance of the roadways.

Dan Porter explained the process:

- The state has a formula of how many houses per tenth of a mile of road that need to be in place before they will accept responsibility for maintenance
- Once the requirements have been met, the Developer will petition the county to petition the state for acceptance of the roadway maintenance
- The state then evaluates the roads and ditches to make sure that they are still in compliance
    - If they are not in compliance, they will issue a letter outlining what corrections need to be made. Both the developer and the county will receive a copy of any corrections letters.
    - Developer has 12 months to make any necessary corrections and get the roads accepted by NCDOT according to the County's Unified Development Ordinance
    - Once corrections are made, developer has NCDOT come inspect the roads again and if they are in compliance the NCDOT sends the petition to the Raleigh Board of Transportation who then looks at it and accepts the roads as part of the state road system
    - Its just for those roads in this part of the development where houses have been built

Rick McCall asked who is responsible for maintenance in the mean time. Dan Porter responded that the developer is responsible for all maintenance of roadways until NCDOT acceptance.

Richard Browner added the following information:

- Had to do 'as built' drawings, which are certified by the developer's engineer, to verify that the inverts on the ditches were proper so that there was proper drainage
- NCDOT concern is to have down stream drainage easements and to make sure that there is a positive grade on the streets so that there is no standing water
- Usually when there is trouble, it's erosion in the ditches... developer has established grass on all the ditch banks so erosion should not be an issue

Dan Porter added the following information:

- when someone comes in for a building permit, they are required to 'shoot the elevations' of the culvert inverts for the driveways so that Planning has that on record to make sure they are at what the plans specify
    - if the elevations are not what they should be, then modifications need to be made to get the inverts back to where they are supposed to be

Mr. Browner added that the inverts establish a 'flow line' in the ditch, and that flow line needs to be uninterrupted, so that when a builder comes to build a house there, he has to certify that the culvert pipe for the driveway is being installed at the proper grade so that the ditch's drainage does not become blocked.

Chairman Rodney Needham asked how close is the Final Plat to the Concept Plan that was submitted at the very beginning. Mr. Browner responded that it was very close. All the lot lines, feature locations, sidewalks, etc., are in the same locations on the Final Plat as they were on the Concept Plan.

At this time, Chairman Rodney Needham asked if there were any further questions or comments from board or staff. Hearing none, he called for a motion. Below are the motion and results of that motion:

Motion to: Approve UDO 2007-10-09 Final Plat Phase I Lakes at Shiloh as presented.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Fletcher Harris, Board Member
SECONDER:	Calvin Leary, Vice Chairman
AYES:	Needham, Leary, Harris, Etheridge, McCall, Albertson
ABSENT:	Delano

VII. INFORMATION FROM BOARD AND STAFF

Dan Porter provided the following information:

- Update of UDO
  - 1st evaluation report is expected later this week, which staff will review
  - Will be presented to Planning Bd in January 2016, Initial report will be on January Agenda
  - Will be arranging public meetings to get public input

VIII. CONSIDER DATE OF NEXT MEETING - JANUARY 20, 2015

IX. ADJOURN MEETING

Motion to: Adjourn December 16, 2015 Meeting
Meeting Adjourned at 7:18 PM

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Ray Albertson, Board Member
SECONDER:	Michael Etheridge, Board Member
AYES:	Needham, Leary, Harris, Etheridge, McCall, Albertson
ABSENT:	Delano

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CAMDEN COUNTY PLANNING BOARD
AGENDA ITEM SUMMARY SHEET

MOTION MADE BY:	
R. Needham	____
C. Leary	____
R. Albertson	____
M. Etheridge	____
P. Delano	____
F. Harris	____
R. McCall	____
NO MOTION	____
VOTE:	
R. Needham	____
C. Leary	____
R. Albertson	____
M. Etheridge	____
P. Delano	____
F. Harris	____
R. McCall	____
ABSENT	____
RECUSED	____

Item Number: VI. 1.
Meeting Date: March 16, 2016
Attachments: 1
Submitted by: Staff

ITEM TITLE: 1. Ordinance No. 2016-03-01, Table of Permissible Uses, Outdoor Firing Range - Law Enforcement Only

SUMMARY:

RECOMMENDATION:

For discussion and possible approval

Ordinance No. 2016-03-01

An 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 Chapter 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 Chapter 151 as amended of the Camden County Code which shall read as follows:

CHAPTER 151: UNIFIED DEVELOPMENT

§ 151.334 TABLE OF PERMISSIBLE USES.

USE#	DESCRIPTION	R-1	R-2	R-3	CCD	NCD	HC	MC	GUD	I-1	I-2
6.310	Outdoor Firing Range – Law Enforcemenet Only Subject to §151.347(~~S~~ *N*)								~~S~~ *Z*	~~S~~ *Z*	~~S~~ *Z*

§ 151.347 SPECIFIC STANDARDS

(N) *Outdoor Firing Range – Law Enforcement Only*

(1) Outdoor law enforcement shooting ranges shall be located on a site or parcel with area of at least ten acres.

(2) No part of a shooting rage shall be located within 200 feet of any property line and less than 2,000 feet from any residential dwelling or school (as measured from the firing line in the direction of the line of fire).

(3) Shooting range facilities shall be constructed, at a minimum to include the following protective barriers:

(a) Backstops with a minimum height of twenty (20) feet.
(b) Side berms or walls with a minimum height of eight (8) feet.
(c) Firing line covers of overhead safety baffles for rifle fire only.

(4) Range shall be enclosed by a six (6) foot fence with a lockable gate at the entrance.

(5) Weapons types are restricted to pistol, rifle, or shotgun. The use of explosives or any target that detonates is prohibited.

(6) Hours of operations shall be 9:00 AM to 8:00 PM, Monday through Thursday. The discharge of weapons or shooting activities shall not occur on Friday though Sunday.

(7) Range shall be utilized by duly sworn law enforcement personnel only.

(8) No individuals under the age of 18 are permitted on the range during any practice or qualification of firearms unless such individual is participating in a Camden County School approved function, properly supervised by Camden County law enforcement personnel.

(9) No Trespassing Signs shall be posted along range fence lines every 150 feet.

(10) The operators of the shooting range shall provide proof of accident and liability insurance coverage. A minimum coverage of $1,000,000 per individual and $2,000,000 in the aggregate shall be maintained.

(11) *<u>An approved use permit for the outdoor shooting range shall be inspected annually.</u>*

Adopted by the Board of Commissioners for the County of Camden this day of April, 2016.

County of Camden

_____
P. Michael McLain, Chairman
Board of Commissioners

ATTEST:

_____
Angie Wooten
Clerk to the Board

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LOOK AT OUR WEBSITE:
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Please Respond To:
Moyock

March 2, 2016

Dear Dan,

Re: Proposed Law Enforcement Shooting Range Ordinance

Thank you for the above email. I read with interest your proposed draft. Although it is your usual good work, if I may, I would like to offer some suggestions.

In paragraph 3 I believe the introductory sentence might be more clearly stated as: *Shooting Range Facilities shall be constructed, at a minimum to include, the following protective barriers:*

In paragraph 8 rather than using the word children I suggest "individual". Also, it appears the word "are" might be properly inserted. Note, I had inserted a phrase on supervision. My proposal would thus read:

No individuals under the age of 18 are permitted on the range during any practice or qualification of fire arms unless such individual is participating in a Camden County School approved function, properly supervised by the school or its agent.

The liability insurance seems somewhat modest. Also, it is not clear as to whether the $500,000 coverage would be per individual or in the aggregate. I respectfully suggest you might wish to consider clarifying this. Normally, I see $1,000,000 coverage per individual and $2,000,000 in the aggregate. However, I leave that to your discretion and the Commissioners.

Thank you for allowing my participation. I am copying the sheriff in for his review as well.

Warmest Personal Regards,
John S. Morrison