



**Agenda**  
**Planning Commission**  
**Tuesday, September 17, 2024 – 6:15 PM**  
**City Hall**

1. \_\_\_\_\_ Call to order
2. \_\_\_\_\_ Approval of proposed agenda
3. \_\_\_\_\_ Approval of minutes for the August 20, 2024 meeting
4. \_\_\_\_\_ Consideration of a minor subdivision at 516 Market Street
5. \_\_\_\_\_ Consideration of amendments to the Rules of Procedure for Planning Commission
6. \_\_\_\_\_ Other business
7. \_\_\_\_\_ Adjourn

Anyone having questions about the content of the agenda or needing assistance due to sight impairment, hearing impairment or disability should contact Shawn Putnam at 432-2421 prior to the date of the meeting so that arrangements can be made to provide the specific assistance required.

**City of Camden  
Planning Commission  
August 20, 2024**

**Minutes**

The City of Camden Planning Commission met for a regular meeting on August 20, 2024 at 6:15 PM. Commission members present were Mr. Johnny Deal, Chair; Ms. Connie Rouse, Mr. Jay Hudson, Mr. Travis Hall, Mr. Mark Mohr, Mr. Charles Wood; and Mr. Shawn Putnam, Secretary. Commission member Mr. Mark Chickering was absent.

Mr. Deal called the meeting to order and entertained a motion to approve the meeting agenda. Mr. Mohr made a motion to approve the agenda as presented. Mr. Hudson seconded the motion, which passed unanimously.

Mr. Deal entertained a motion to approve the minutes from the July 16, 2024 meeting. Mr. Mohr made a motion to accept the minutes as presented and Mr. Hall seconded the motion, which passed unanimously.

**Consideration of a sketch plan for a major subdivision at 336 & 402 Bishopville Highway**

Mr. Putnam gave an overview of the proposed major subdivision. The proposed development is comprised of property that is approximately 744 acres. This acreage includes the Hermitage Mill Pond. Approximately 375 acres of the site is the pond, leaving approximately 369 acres of land is available for development. Due to the existence of wetlands and floodplain, only approximately 194 acres of land is suitable for development. The property is currently in the city limits and is zoned R-15. The applicant requested to use the residential cluster option for development of the subdivision. This will allow the minimum lot size to be reduced to 7,500 square feet in exchange for additional open space and minimizing impacts to floodplain and wetland areas. The City would serve water, sewer and electric utilities to the development.

Mr. Putnam introduced Mr. Kevin Singletary with the applicant's group to begin the presentation. Mr. Singletary gave an overview of the subdivision and discussed how the project is consistent with many goals and objectives in the city's Comprehensive Plan. He discussed how impacts on wetlands were minimized in the design, with the only impacts being in the area where the main access would connect to US 1. He explained that the development as presented provides 35% of the project site to be open space, which is much higher than the zoning ordinance requires. Mr. Singletary also explained that the maximum density allowed is 2.5 units per acre, but the density of the project is only one unit per acre. He stated that houses were being designed to be in compliance with the recently adopted architectural standards and that several price points could be presented in order to provide workforce housing for a portion of the development. Mr. Singletary then introduced Mr. Patrick Palmer with NAI Columbia.

Mr. Palmer stated that the portion of the property directly adjacent to US 1 was zoned commercial, and he was in discussions with a major grocery store to locate a store on the site. He explained that the store would be built once the subdivision was fully built out since the company's model showed that the additional rooftops would be needed to make it financially viable. Following his presentation, he introduced Ms. Debra Turner, Managing Partner of Hermitage Lake Associates.

Ms. Turner said that the partnership purchased the property in 1984, and had the property annexed into the city limits in 2006. She stated that the proposed subdivision has been in the works for several years through discussions with city planning and utilities staff. She explained that the subdivision would provide homes at a variety of price points and sizes. She asked the Commission to approve the plan. Ms. Turner then introduced Mr. Josh Rabon with Civil Engineering of Columbia.

Mr. Rabon discussed how impacts to wetlands would be addressed and minimized. He also discussed traffic impacts and said a study was complete. One of the recommendations is to reduce speed on McRae Road near the development, which is already complete. He explained the study showed that the existing road network could accommodate the increase in traffic. He talked about the need for workforce housing to provide affordable housing for people such as teachers, firefighters and police officers. He explained that the development proposed was compliant with the zoning ordinance and that no variances or rezoning were being requested.

Mr. Putnam explained that staff recommended a conditional approval of the sketch plan. The condition would be to provide an additional access point to comply with a provision of the fire code.

Following the presentation, Mr. Deal entertained a motion to table consideration of the sketch plan due to the pending development moratorium being considered by City Council. Mr. Hall made the motion to table consideration of the sketch plan. Mr. Hudson seconded the motion, which was approved unanimously.

### **Consideration of a minor subdivision at 505 Gordon Street**

Mr. Putnam referred to the plat provided in the agenda packet. He explained the proposal was to split a lot into two lots. Both new lots met the dimensional requirements of the zoning ordinance. The minor subdivision had to be approved by the Planning Commission since it is in the national register historic district.

Mr. Hudson made a motion to approve the minor subdivision at 505 Gordon Street. Mr. Hall seconded the motion, which was approved unanimously.

**Consideration of order to deny major subdivision at 2200 Carter Street and 1886 Greene Street Extension**

Mr. Putnam explained that the city attorney recommended that a written order to deny the sketch plan be approved by the Planning Commission.

Mr. Hall made a motion to approve the written order as presented. Mr. Wood seconded the motion, which was approved unanimously.

**Consideration of amendments to the rules of procedure for Planning Commission**

Mr. Putnam explained the amendments proposed to the rules of procedure would provide for an application deadline of 20 business days prior to the meeting date. This would allow for enough time for staff review, and to get the agenda to Commission members and the public two weeks before the meeting.

Following discussion, Mr. Mohr made a motion to postpone consideration of the amendments to the following meeting. Mr. Hall seconded the motion, which was approved unanimously.

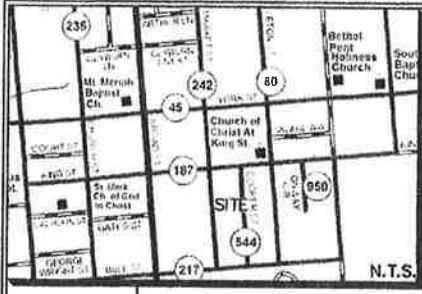
There being no further business, Mr. Hudson made a motion to adjourn, and Mr. Hall seconded the motion. The motion passed unanimously and the meeting was adjourned.

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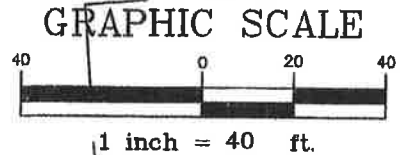
Shawn Putnam  
Secretary

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Johnny Deal  
Chair



**LEGEND:**  
 Iron Pin Found - ●  
 Iron Pin Set - ○



The subdivision plat shown hereon has been found to comply with the Land Development Regulations of the City of Camden, South Carolina, and has been approved for recording in the office of the Register of Deeds of Kershaw County, South Carolina.

Date \_\_\_\_\_

City Planner/Zoning Admin. \_\_\_\_\_

MARKET STREET  
 S-28-242 90' R/W

+/- 475' to King Street S-28-187

N/F  
**WILKAT, LLC.**  
 D.B. 5035, PG. 215  
 Shown as Lots 7 & 8 on P.B. 27, PG. 27  
 Tax Map No. C284-20-00-198

N/F  
**REBECCA A. JONES ET AL**  
 R.B. 3673, PG. 264; P.B. 34, PG. 624

109.79'  
 N85°05'02"E 113.02'  
 #4 rebar  
**LOT 9**  
 (P.B. 27, PG. 27)  
 Tax Map No. C284-20-00-243 (portion)  
 0.14 acres

54.86'  
 S4°52'04"E  
 #4 rebar  
 S85°04'09"W 112.83'  
 #4 rebar  
**LOT 10**  
 (P.B. 27, PG. 27)  
 Tax Map No. C284-20-00-243 (portion)  
 0.14 acres

54.83'  
 S5°45'22"E  
 #4 rebar  
 S85°02'13"W 113.50'  
 N/F  
**JAMES COOKE**  
 R.B. 2049, PG. 160; P.B. 30, PG. 168

R.R. Spike  
 54.86'  
 7" pipe  
 sewer manhole  
 7" pipe

N/F  
**DOROTHY C. NELSON**  
 P.B. 34, PG. 624

N/F  
**MILTON R. BROWN**  
 R.B. 2470, PG. 166; P.B. 34, PG. 624

COOPER STREET  
 S-28-544 66' R/W



Purpose for Plat: Resurvey of Lots 9 & 10 on plat of Memorial Heights, P.B. 27, PG. 27

Prepared for: **WILKAT, LLC.**

Prepared by: **ROBERT H. LACKEY SURVEYING, INC.**

PROPERTY SURVEY August 2, 2024 Tax Map No. C284-20-00-243

Located in the City of Camden - Kershaw County - South Carolina

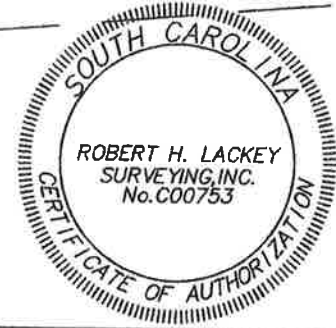
Being shown as Lots 9 & 10 on plat of Memorial Heights, recorded in P.B. 27, PG. 27

References: R.B. 5035, PG. 215; P.B. 18, PG. 57

I hereby state that to the best of my professional knowledge, information, and belief, the survey shown herein was made in accordance with the requirements of the Standards of Practice Manual for Surveying in South Carolina, and meets or exceeds the requirements for a Class B survey as specified therein.

Market Street 516-Cantey Lot 9-10.DWG  
 Market Street 600-Cantey(project)2024

Robert H. Lackey - SCRLS # 14799 - P.O. Box 713 - Camden, SC 29020 Phone 803-432-0968



**CITY OF CAMDEN  
PLANNING COMMISSION  
RULES OF PROCEDURE**

Article I  
Organization

Section 1. Rules.

These rules of procedure are adopted pursuant to S.C. Code 6-29-360 for the City of Camden Planning Commission which consists of members appointed by City Council.

Section 2. Officers.

The Officers of the Commission shall be a chairman and vice-chairman elected for one year terms at the first meeting of the Commission in each calendar year. The Commission shall appoint a member of the staff of the City as secretary of the Commission.

Section 3. Chairman.

The chairman shall be a voting member of the Commission and shall:

- a. Call meeting of the Commission;
- b. Preside at meetings and hearings;
- c. Act as spokesperson for the Commission;
- d. Sign documents for the Commission;
- e. Transmit reports and recommendations to Council; and
- f. Perform other duties approved by the Commission.

Section 4. Vice-Chairman.

The vice-chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman. In the absence of the chairman and vice-chairman, an acting chairman shall be elected by the members present.

Section 5. Secretary.

The Secretary shall:

- a. Provide notice of meetings;
- b. Assist the chairman in preparation of agenda;
- c. Keep minutes of meetings and hearings;
- d. Maintain Commission records as public records;
- e. Attend to Commission correspondence; and
- f. Perform other duties normally carried out by a secretary.

## Article II Meetings

### Section 1. Time and Place.

An annual schedule of regular meetings shall be adopted, published and posted as the designated City office in December of each year. Special meetings may be called by the chairman upon at least 24 hours notice, posted and delivered to all members and local newspaper media. Meetings shall be held at the place stated in the notices, and shall be opened to the public.

### Section 2. Agenda.

Applications shall be due to the Planning & Development Department twenty (20) business days prior to the meeting date in order to be on the next meeting agenda. A written agenda shall be furnished by the secretary to each member of the Commission, and the news media, and shall be posted at City Hall at least five-fourteen (5/14) days prior to each regular meeting, and at least twenty four (24) hours prior to a special meeting. Items may be added to the agenda at a meeting by majority vote.

### Section 3. Quorum.

A majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

### Section 4. Rules of Order.

Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

### Section 5. Voting.

A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, give it to the chairman in writing, have it placed in the minutes, and refrain from deliberating or voting on the question.

### Section 6. Conduct

Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission.

## Article III Public Hearings

### Section 1. Notice.

The secretary shall give the notice required by statute or ordinance for all public hearings conducted by the Commission. Members of the public desiring to be heard shall give written notice to the secretary prior to commencement of the hearing.

Section 2. Procedure.

In matters brought before the Commission for public hearing which were initiated by an applicant, the applicant, his agent or attorney shall be heard first, members of the public next, and staff next. The applicant shall have the right to reply last. No person may speak for more than five (5) minutes without consent of the Commission. No person speaking at a public hearing shall be subject to cross-examination. All questions shall be posed by members of the Commission.

In matters not initiated by an applicant, members of the public shall speak in the order in which requests were received, or in such order as the Commission shall determine.

Article IV  
Records

Section 1. Minutes.

The secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public records.

Section 2. Reports.

The Secretary shall assist in the preparation and forwarding of all reports and recommendations of the Commission in appropriate form. Copies of all notices, correspondence, reports and forms shall be maintained as public records.

Section 3. Attendance.

The minutes shall show the members in attendance at each meeting and the reason for absence submitted by any member. The Commission shall recommend to the governing body the removal for cause of any member who is absent from three (3) consecutive meetings without adequate reason.

Article V  
Review Procedure

Section 1. Zoning Amendments.

Proposed zoning text and district amendments shall be considered and recommendations shall be forwarded to the governing body within thirty (30) days after receipt of the proposed amendments, unless additional time is given by the governing body. When so authorized, the Planning Commission shall conduct any required public hearing prior to making a recommendation.

Section 2. Plats.

Plats submitted for review pursuant to land development regulations shall be reviewed by designated staff members who may approve for recording plats of existing lots of record, minor subdivisions of land which meet all zoning requirements, and subdivisions which are exempt from regulation pursuant to S.C. Code 6-29-1110 (2). The Commission shall be informed in



writing of all staff approvals at the next regular meeting, and a public record of such actions shall be maintained. All other plats shall be subject to review and approval by the Commission. [NOTE: This process is included in the land development ordinance provisions.]

**Section 3. Comprehensive Plan.**

All zoning and land development regulation amendments shall be reviewed first for conformity with all comprehensive plan. Conflicts with the comprehensive plan shall be noted in any report to the governing body on a proposed amendment. The elements of the comprehensive plan shall be reviewed and updated on a schedule adopted by the Commission meeting the requirements of S.C. code 6-29-510 (E).

**Section 4. Reconsideration.**

The Commission may reconsider any review when so requested by the Camden City Council, or when an applicant brings to the attention of the Commission new facts, a mistake of fact in the original review, correction of clerical error, or matters not the fault of the applicant which affect the result of the review.

**Article VI  
Finances**

**Section 1. Budget.**

The Commission shall submit written recommendations to the City of Camden for funding in the annual budget. The recommendations shall include an explanation and justification for proposed expenditures.

**Section 2. Expenditures.**

Budgeted funds shall be expended only for approval purposes in accordance with financial policies and procedures set by the City of Camden, including procurement rules. Upon adoption of a budget, the Commission, may adopt an authorization for specified expenditures by designated staff members within the limits provided. Reimbursement for actual expenses incurred in the performance of official duties approved in advance by the Commission shall be made to members of the Commission and staff upon submission of vouchers supported by receipts.

**Section 3. Personnel.**

The Commission shall employ such staff and consultants as may be authorized and funded by budget or make recommendations for staff members to be employed by the City. Consultants shall be engaged by majority vote of the Commission after review of proposals invited by public notice and mail, and personal interviews with applicants by the Commission, or a committee of Commission members and staff.

**Article VII  
Adoption and Amendment**

Section 1. Adoption.

These rules were adopted by vote of a majority of the members of the Commission at a regular public meeting on ~~May 4, 1999~~ August 20, 2024.

Section 2. Amendment.

These rules may be amended at any regular meeting of the Commission by majority vote of the members of the Commission at least seven (7) days after the written amendment is delivered to all members.