

**Kershaw County Planning and Zoning Commission**  
**Minutes - Regular Session**  
**May 14, 2009, 5:30 p.m.**  
**County Council Chambers, 515 Walnut Street**  
**Camden, SC 29020**

Members Present: Lewis Shaw, David Brown, Charles Cottingham, Karen Eckford, George Gibson, and Richard Simmons

Member Absent: Dan Matthews

Staff Present: Carolyn Hammond and John Newman

**Call to Order**

Lewis Shaw called the meeting to order at 5:32 p.m.

**Public Comment Period**

There were no comments from the public.

**Approval of Minutes**

Karen Eckford motioned that the minutes of the April 9, 2009 regular meeting be approved. George Gibson seconded. Lewis Shaw, David Brown, Charles Cottingham, Karen Eckford, George Gibson, and Richard Simmons approved.

**Discussion of CIP**

County Administrator, Clay Young, told the Planning Commission that he supports the development of a CIP. He said he would like to provide data for the Planning Commission to review so they can come up with a ranking of the projects they think are important for the County. While he said he does not mind the Planning Commission looking into the capital items required in day-to-day operations, he would like to have them look more at facilities needs for the next five to ten years.

Chairman, Lewis Shaw briefly reviewed last year's CIP process and told Mr. Young and Finance Director, James Absher, that the Planning Commission sees its role in the CIP as one of assisting and aiding the County, the County Council, and the Administrator in coming up with the best solutions to all the needs that exist. The Commission is not interested in being actively involved in the funding of day-to-day operations. Their main focus, he said, is on big picture needs such as infrastructure and facilities. The Commission wants to be part of the process that helps build a budget that everyone is proud of. He added that he feels it extremely important to look at land use plans and determine where roads, sewer, and development need to go, and that an update of the wastewater management plan is imperative. He closed by saying that State law requires that the Planning Commission be involved in the CIP process; that the Commission wants to be involved early in the process; and that the Planning Commission could be helpful in keeping the County's eye on the long range ball.

James Absher stated that administration wants to look at long range, big ticket facility projects and infrastructure projects such as the sewer. He added that there is always more need than funding. He said that when considering long range plans for facilities and infrastructure, the

Planning Commission needs to look at the County's ability to fund the projects. He wants to supply the Commission with information on all possible sources of funding and the specific years that the funding will be available. This will be important for the Commission's decision making as it will help determine what projects to keep or eliminate and what year the funding for specific projects can be made. He added that, in addition to having the funds to build a facility, the availability of funds to operate the facility must also be considered. Many requested projects, according to Clay Young, will require studies from outside consultants.

Clay Young added that it is important for the County Council to know what monies are available in order to know what projects to fund and when to fund them. The key issue, he stated, is that Council needs to know what capital projects are currently being funded, their debt service, and how that debt service is coming off so that they can see what priorities they need to come up with.

James Absher said that, as the County goes into next year, he and the Administrator are going to start looking at the long range projects and infrastructure projects that the departments say they need. Administration will go back, talk to the departments, take all their needs, compare them to the available debt service funding, and determine what ability there is to fund their projects.

John Newman added that it is not just a matter of listing what the department heads want, but also including other projects that the Planning Commission thinks are needed. These projects are derived from the Planning Commission looking at the big picture in conjunction with the department head requests. As an example, he pointed out that at least two recommendations made by the Planning Commission in last year's CIP, a direly needed update of the wastewater master plan and long range transportation planning, were not submitted by the department heads, thus leaving no place for them in the new CIP and giving the Planning and Zoning Commission no opportunity to make recommendations for these projects.

Lewis Shaw stated that last year's session where the department heads presented their requests was valuable and should be repeated. The presentations gave the Commission an opportunity to get answers to individual questions and put the numbers on paper into a better perspective. It was also helpful for the departments to hear what each was requesting.

James Absher said it is important that the staff and County Council get to where they stop looking at capital expenditures as one year items. It is important for them to understand that every decision made one year affects capital expenditures in subsequent years. He added that the CIP is a useful document and a map for growth that not only says what the County needs, but gives justification for that need. He continued saying that the CIP needs to help do many things: Take Council's focus on capital long term, take staff focus on long term, help the Planning Commission make better planning decisions for future anticipated growth, and help with things like impact fees. He said that that is a lot to ask for in a document, but as long as it improves every year, it will eventually achieve those goals.

As a tool in determining the County's long range plans and for developing the CIP, Mr. Young suggested a meeting with agencies such as Fairfield Electric, Progress Energy, the City of Camden, SCDOT, DNR, Lugoff-Elgin Water Authority, Cassatt Water Company, etc. He will

create a list of agencies and invite them to come before the Planning Commission to discuss their plans. This, he said, would be beneficial to all and make planning more effective by opening up communication so the groups could avoid duplication of efforts and work together to help each other achieve common goals.

When discussing a timetable for the CIP, James Absher stated that everyone agrees that the process cannot be started in February. He stated that it needs to begin in June or July of this year in order to have any type of decent document in March or April.

Clay Young reported that the June completion of the general ledger will result in the availability of reliable data for compiling information for the CIP. He went on to say that in June and July, or August he and the Finance Director will take the information submitted by the departments and go through it in more detail with the department heads to evaluate their requests and determine their goals. During this same time period, Administration will look at revenue, debt service, and other sources of funding so that, early in the process, they will provide the Planning Commission with available funding. Mr. Young said he and the finance department will give this data, on forms and in documents that they have developed, to the Planning Commission for their review, revision, and input. The Commission will respond to Administration with any changes, additions, or additional requests for information. Mr. Young stated that he would like to meet with the Commission in August to go through the process, review the status, and supply any additional information the Commission needs for the prioritization process. He closed by saying that the prioritization will be done in July or August and September, that the CIP will be completed during February, and presented to County Council in March or April of 2010.

#### **Draft Zoning and Land Development Regulations**

John Newman told the Commission that various recommended amendments to Articles 2-6 will be reviewed at the May 28<sup>th</sup> work session. He and the Commission discussed the process and timetable for the implementation of the ZLDR. Mr. Newman asked that each member carefully read the draft highlights of the proposed ordinance and offer any suggestions and comments they may have.

#### **Staff Report on County Council Actions Concerning the Planning and Zoning Commission**

John Newman reported there were no Council actions to report.

#### **Adjournment**

At 6:30 p.m., the Chairman called for a motion to adjourn. David Brown motioned, Richard Simmons seconded, and all voted in favor.

Respectfully submitted,

*Carolyn B. Hammond*

Carolyn B. Hammond  
Secretary