



**Town of Burgaw
Board of Commissioners Meeting
Historic Train Depot, 115 South Dickerson Street, Burgaw NC
December 13, 2022 at 4:30 PM**

AGENDA

- 1. Call to Order – *Mayor Olivia Dawson***
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
- 5. Approval of Consent Agenda**
 - A. Approval of the October 11, 2022 Regular Meeting Minutes
 - B. Approval of the October 11, 2022 Closed Session Meeting Minutes
 - C. Resolution 2022-27 Approving use of perpetual care funds for the one-time maintenance and repair of select monuments in the Burgaw Cemetery
 - D. Resolution 2022-28 Adopting the regular meeting schedule of the Burgaw Board of Commissioners for year 2023
 - E. Ordinance 2022-32 Amending FY 2022-2023 budget to reflect expenses under Fireman's Supplies
 - F. Ordinance 2022-33 Amending FY 2022-2023 budget to reflect a monetary donation and park fee in lieu of in the Parks, Recreation & Tourism budget

**Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.*

SPECIAL PRESENTATIONS/REQUESTS

- 6. Tina Harget – Fee change request for use of the Burgaw Incubator Kitchen**
- 7. Pender High JROTC Recognition – *Cody Suggs, Parks & Recreation Director***
- 8. Recognition of retiring Town Employee Lucas Bautista-Guzman – *Mayor Dawson***

DEPARTMENTAL ITEMS

Parks, Recreation & Tourism Department – *Cody Suggs, Director*

- 9. Burgaw Area Chamber of Commerce Fee Consideration**

10. Departmental Updates – *Department Heads*

ITEMS FROM ATTORNEY – *Zachary Rivenbark, Town Attorney*

- 11.** To be announced

ITEMS FROM MANAGER – *James Gantt, Town Manager*

- 12.** Cost of Living Adjustment (COLA) consideration

- 13.** Update on current town projects

- 14.** Other items to be announced

ITEMS FROM ASSISTANT MANAGER – *Jim Hock, Assistant Town Manager*

- 15.** Cemetery Ordinance – Discussion

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

- 16.** Appointment of Council of Governments (COG) Representative and Alternate Representative

- 17.** Naming of the former EMS Building – Discussion

- 18.** Other items to be announced

BREAK (5:30 or thereabout)

There will be a five minute break in order to allow citizens to sign up for Public Forum and Public Hearings.

PUBLIC FORUM

- 19.** **Public Forum** - *The Public Forum is for non-public hearing items only. Speakers must sign in, step to the podium when recognized, state your name and residence address. Remarks should be limited to three (3) minutes per speaker.*

PUBLIC HEARINGS

Public Hearing #1 – *Gilbert Combs, Planning Director*

- 20.** Consideration of a text amendment to the Unified Development Ordinance requested by staff, to amend Section 8.13 Dimensional Requirements. This amendment will require the finished side of a fence to face the exterior of the property and any exposed framing to face the interior of the property and will modify the permitted height for industrial zoning districts and governmental uses.

- 21.** Resolution 2022-29 Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by town staff to Section 8.13 of the Unified Development Ordinance to add a requirement that fences are built with the

finished side facing the exterior perimeter and to allow conforming uses in the industrial zoning districts and government uses to have fences with a height up to ten (10) feet.

22. Ordinance 2022-34 A text change amendment to the Town of Burgaw Unified Development Ordinance requested by town staff to Section 8.13 of the Unified Development Ordinance to add a requirement that fences are built with the finished side facing the exterior perimeter and to allow conforming uses in the industrial zoning districts and government uses to have fences with a height up to ten (10) feet.

Public Hearing #2 – Gilbert Combs, Planning Director

23. Consideration of a text amendment to the Unified Development Ordinance requested by staff, to amend Section 9.26.3 Development Design Standards and Processes and 9.26.7 Permitted Sign Standards by Zoning District. This amendment would create a definition for electronic changeable copy sign and would allow such signs in the B1 - Central Business District for certain uses.
24. Resolution 2022-30 Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by town staff to Sections 9.26.3 and 9.26.7 of the Unified Development Ordinance to permit changeable copy signs – electronic in the B1, Central Business District and to add a definition for changeable copy sign – electronic.
25. Ordinance 2022-35 A text change amendment of the Town of Burgaw Unified Development Ordinance requested by town staff to Sections 9.26.3 and 9.26.7 of the Unified Development Ordinance to permit changeable copy signs – electronic in the B1, Central Business District and to add a definition for changeable copy sign – electronic.

Public Hearing #3 – Gilbert Combs, Planning Director

26. Consideration of a text amendment to the Unified Development Ordinance requested by staff, to amend Section 10.13 Major Subdivision. This amendment will modify the process by which subdivisions falling into the major category must follow.
27. Resolution 2022-31 Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by town staff to Section 10.13 of the Unified Development Ordinance to modify the process by which subdivisions falling into the major category must follow.
28. Ordinance 2022-36 A text amendment of the Town of Burgaw Unified Development Ordinance requested by town staff to Section 10.13 of the Unified Development Ordinance to modify the process by which subdivisions falling into the major category must follow.
29. **CLOSED SESSION** – pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege and NC GS 143-318.11(a)(6) Personnel
30. **ADJOURNMENT**