



**Town of Burgaw
Board of Commissioners Meeting
Burgaw Town Center, 108 E. Wilmington Street, Burgaw NC
December 12, 2023 at 4:30 PM**

AGENDA

- 1. Call to Order – *Mayor Olivia Dawson***
- 2. Invocation**
- 3. Pledge of Allegiance**

SPECIAL PRESENTATION

- 4. Special presentation for outgoing Commissioners Vernon Harrell and Red Robbins – *Mayor Dawson***

ORGANIZATIONAL MEETING

- 5. The Oath of Office will be administered to newly elected Board of Commissioners as follows:**

Commissioner Elect William E. (Bill) George, III

Oath administered by Town Clerk Kristin Wells

Commissioner Elect William G. Rivenbark

Oath administered by the Honorable Judge James Faison

Commissioner Elect Michael D. Pearsall

Oath administered by the Honorable Judge James Faison

- 6. Election of Mayor Pro-tem – Board of Commissioners**
Nomination and appointment by motion of the board
- 7. Oath of Office for newly appointed Mayor Pro-tem**
Administered by Mayor Olivia Dawson
- 8. Appointment of Council of Governments (COG) Representative and Alternate Representative**
Nomination and appointment by motion of the board

APPROVAL OF AGENDA

9. Approval of Agenda

DEPARTMENTAL ITEMS

Public Works Department – Alan Moore, Director

10. Resolution 2023-27 Water Shortage Response Plan
11. Departmental Updates – *Department Heads*

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

12. **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

13. Consideration of a text amendment to the Unified Development Ordinance requested by Joel Garner to amend Section 8.14 Table of Permitted Uses, Special Uses and Special Requirements and Section 8.15 Use Standards to allow 'Nursery, Garden Center and Farm Supply Store' in the R-20 and R-12, Residential districts and add use standards.
14. Resolution 2023-28 Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by Joel Garner to amend Section 8.14 Table of Permitted Uses, Special Uses and Special Requirements and Section 8.15 Use Standards to allow 'Nursery, Garden Center and Farm Supply Store' in the R-20 and R-12, Residential districts and add use standards.
15. Ordinance 2023-32 A requested text amendment of the Town of Burgaw Unified Development Ordinance requested by Joel Garner to amend Section 8.14 Table of Permitted Uses, Special Uses and Special Requirements and Section 8.15 Use Standards to allow 'Nursery, Garden Center and Farm Supply Store' in the R-20 and R-12, Residential districts and add use standards.

Public Hearing #2 – Jessica Gray, Community Development Coordinator

16. Consideration of a text amendment to the Unified Development Ordinance requested by staff to amend Chapter 4 Public Hearing, Permits and Approvals, Section 5.4.B Notice of Hearing, Section 6.1.1 Text Amendment, and Section 10.13 Major Subdivision to clarify

the requirements for public notice, expand the range of mailed notifications, and amend the deadline for complete application submissions.

17. Resolution 2023-29 Adopting a statement of consistency regarding text amendments to the Town of Burgaw Unified Development Ordinance requested by staff to amend Chapter 4 Public Hearing, Permits and Approvals, Section 5.4.B Quasi-judicial Procedure, Section 6.1.1 Text Amendments and rezonings, and Section 10.13 Major Subdivisions to clarify the requirements for public notice, expand the range of mailed notifications, and amend the deadline for complete application submissions.
18. Ordinance 2023-33 A text change amendment to the Town of Burgaw Unified Development Ordinance requested by staff to amend Chapter 4 Public Hearing, Permits and Approvals, Section 5.4.B Quasi-judicial Procedure, Section 6.1.1 Text Amendments and rezonings, and Section 10.13 Major Subdivisions to clarify the requirements for public notice, expand the range of mailed notifications, and amend the deadline for complete application submissions.

Public Hearing #3A – Gilbert Combs, Planning Director

This public hearing is a continuation from November 14, 2023.

19. Consideration of a conditional district rezoning from R-12, Residential to R-7(CZ), Residential Conditional District for a multifamily project containing 40 3-bedroom townhomes located on Timberly Lane (PIN: 3229-36-9052-0000).
20. Resolution 2023-24 Adopting a statement of consistency regarding an amendment of the official zoning map of the Town of Burgaw requested by Andrew Smith of Penderline, LLC to rezone property located on North Timberly Lane (PIN: 3229-36-9052-0000) from R-12, Residential to R-7 (CZ) Residential District Conditional Zoning for a multifamily project containing 40 3-bedroom townhomes.
21. Ordinance 2023-30 A map amendment of the official zoning map of the Town of Burgaw requested by Andrew Smith of Penderline, LLC to rezone property located on North Timberly Lane (PIN: 3229-36-9052-0000) from R-12, Residential to R-7 (CZ) Residential District Conditional Zoning for a multifamily project containing 40 3-bedroom townhomes.

Public Hearing #3B – Gilbert Combs, Planning Director

This public hearing is a continuation from November 14, 2023.

22. Consideration of a special use permit request for multifamily residential in an R-7(CZ), Residential Conditional Zoning District for 40 3-bedroom townhomes located on Timberly Lane (PIN: 3229-36-9052-0000).
23. Resolution 2023-25 Resolution for a Special Use Permit for property located on North Timberly Lane (PIN: 3229-36-9052-0000) to allow a multifamily project containing 40 3-bedroom townhomes in the R-7 (CZ), Residential District Conditional Zoning.

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

24. Updates on Current Town Projects
 - Public Works Facility Expansion Project
25. Other items to be announced

ITEMS FROM MANAGER – *James Gantt, Town Manager*

26. FY 2024-2025 Budget Calendar
27. Verizon Water Tower Lease Discussion
28. Resolution 2023-30 Accept Grant Funding for the Storm Water Master Plan Update Project
29. Updates on Current Town Projects
 - Digital Agenda Project
 - Burgaw Town Center Parking Lot Update
 - Sidewalk Projects
 - Parks Camera & Access Control Project
 - Public Safety Radio Replacement Project
30. Other items to be announced

ITEMS FROM ATTORNEY – *Zachary Rivenbark, Town Attorney*

31. To be announced

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

32. Resolution 2023-31 Resolution to adopt the regular meeting schedule of the Burgaw Town Board of Commissioners for year 2024
33. Other items to be announced
34. **CLOSED SESSION** – pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege and NC GS 143-318.11(a)(6) Personnel
35. **ADJOURNMENT**