



AGENDA | BOARD OF COMMISSIONERS REGULAR MEETING

February 13, 2024 at 4:30 PM

Burgaw Town Center
108 E Wilmington St

- 1. Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
- 5. Approval of Consent Agenda**

*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.

 - A. Approval of the December 12, 2023 Regular Meeting Minutes**
 - B. Approval of the December 12, 2023 Closed Session Minutes**
 - C. Approval of the January 16, 2024 Regular Meeting Minutes**
 - D. Approval of the January 16, 2024 Closed Session Minutes**
 - E. Resolution 2024-04: Opposing the NC Rate Bureau's Request for Homeowners' Insurance Rate Increase**
- 6. Departmental Items**
 - A. Public Works Department**
Alan Moore, Public Works Director
 - B. Fire Department**
Jim Taylor, Fire Chief

C. Facilities & Grounds Department
Damon Stanley, Facilities & Grounds Director

D. Parks, Recreation & Tourism Department
Cody Suggs, Parks & Recreation Director

- I. Fee Waiver Consideration: Boy Scouts of America**
- II. Public Funding Request: Downtown Business Association - Mainstreet Conference**
- III. Public Funding Request: Burgaw Area Chamber of Commerce - Mainstreet Conference**
- IV. Public Funding Request: Burgaw Area Chamber of Commerce - Christmas Parade**
- V. Policy Consideration: Burgaw Incubator Kitchen Culinary Classes**
- VI. Discussion: Digital Sign Board for Burgaw Town Center**
- VII. Survey Results: Parks & Recreation Master Plan Update**

E. Planning Department
Gilbert Combs, Planning Director

- I. Discussion: Rules of Procedure for the Planning Board**

F. Building Inspections Department
Louis Hesse, Building Code Administrator

G. Finance Department
Wendy Pope, Finance Officer

H. Police Department
Jim Hock, Police Chief

- I. Discussion: Town of Burgaw Golf Cart Ordinance**
- II. Discussion: Running at Large Ordinance**

7. Public Forum

8. Public Hearing

A. UDO Text Amendment

Gilbert Combs, Planning Director

Consideration of a text amendment to the Unified Development Ordinance requested by Camille Teuben of D.R. Horton to amend Section 9.27 Landscaping Requirements, Subsections 1.(B).(9).(c) and 3.(C).(2), to modify language related to the definition of regulated trees and to modify survey methods for projects exceeding 40 acres in size.

I. Resolution 2024-01: Statement of Consistency

Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by Camille Teuben of D.R. Horton to amend Chapter 9. Development Design Standards and Processes, Section 9.27.1.(B).(9) Regulated Tree and Section 9.27.3.(C) Tree Survey to modify the definition of regulated trees and to modify survey methods for projects exceeding 40 acres in size.

II. Ordinance 2024-01: Text Change Amendment

A text change amendment to the Town of Burgaw Unified Development Ordinance requested by Camille Teuben of D.R. Horton to amend Chapter 9. Development Design Standards and Processes, Section 9.27.1.(B).(9) Regulated Tree and Section 9.27.3.(C) Tree Survey to modify the definition of regulated trees and to modify survey methods for projects exceeding 40 acres in size.

B. UDO Text Amendment

Gilbert Combs, Planning Director

Consideration of a text amendment to the Unified Development Ordinance requested by staff to amend Section 8.14 Table of Permitted Uses, Special Uses and Special Requirements, to develop a process for temporary construction and use for a limited time, where the temporary use would be permitted by right in the underlying zoning district.

I. Resolution 2024-02: Statement of Consistency

Adopting a statement of consistency regarding text amendments of the Unified Development Ordinance requested by staff to amend Chapter 8 Zoning, Section 8.14 Table of Permitted Uses, Special Uses and Special Requirements and Section 8.15 Use Standards to add a use that would allow a temporary setup for projects already approved for conditional zoning release.

II. Ordinance 2024-02: Text Change Amendment

A text change amendment to the Unified Development Ordinance requested by staff to amend Chapter 8 Zoning, Section 8.14 Table of Permitted Uses, Special Uses and Special Requirements and Section

8.15 Use Standards to add a use that would allow a temporary setup for projects already approved for conditional zoning release.

C. Rezoning: Pender County Health and Human Services Project

Gilbert Combs, Planning Director

Consideration of a conditional district rezoning from O&I, Office and Institutional, to O&I (CZ), Office & Institutional Conditional District for a two-story facility located near the intersection of Industrial Drive and Progress Drive Extension for the Pender County Health and Human Services project.

I. Resolution 2024-03: Statement of Consistency

Adopting a statement of consistency regarding an amendment of the official zoning map of the Town of Burgaw requested by Andrew Speck of Bobbitt Construction on behalf of Carolyn Moser of Pender County Health & Human Services to rezone property located on Progress Drive (PIN 3229-60-0564-0000, 3229-60-0024-0000, 3228-59-9798-0000) from O&I, Office and Institutional to O&I (CZ), Office and Institutional Conditional Zoning for the Pender County Health and Human Services project.

II. Ordinance 2024-03: Zoning Map Amendment

A map amendment of the official zoning map of the Town of Burgaw requested by Andrew Speck of Bobbitt Construction on behalf of Carolyn Moser of Pender County Health & Human Services to rezone property located on Progress Drive (PIN 3229-60-0564-0000, 3229-60-0024-0000, 3228-59-9798-0000) from O&I, Office and Institutional to O&I (CZ), Office and Institutional Conditional Zoning for the Pender County Health and Human Services project.

9. Items from Assistant Manager

A. Update: Public Works Expansion Project

10. Items from Manager

A. Town Center Parking Lot

B. FY 2024-25 Budget Update

C. Information Technology Discussion

11. Items from Attorney

12. Items from Mayor and Board of Commissioners

13. Closed Session

- A. Pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege and NC GS 143-318.11(a)(6) Personnel

14. Adjournment