



**Town of Burgaw**  
**Board of Commissioners Meeting**  
**Historic Train Depot, 115 South Dickerson Street, Burgaw NC**  
**February 8, 2022 at 4:30 PM**

**AGENDA**

1. **Call to Order – *Mayor Olivia Dawson***
2. **Invocation - *Reverend Nick Smith***
3. **Pledge of Allegiance – *All***
4. **Approval of Agenda**
5. **Approval of Consent Agenda**
  - A. Approval of the January 3, 2022 Special Meeting Minutes
  - B. Approval of the January 11, 2022 Regular Meeting Minutes
  - C. Approval of the January 11, 2022 Closed Session Minutes
  - D. Approval of the January 25, 2022 Special Meeting Minutes
  - E. Resolution 2022-03 Making a recommendation to the Pender County Board of Commissioners regarding the ETJ seat on the Town of Burgaw Planning & Zoning Board
  - F. Ordinance 2022-01 Amending the FY 2021-2022 budget to recognize insurance proceeds from police car damages
  - G. Ordinance 2022-02 Amending the FY 2021-2022 budget to recognize insurance proceeds from the damage to sewer main on East Wilmington Street
  - H. Ordinance 2022-03 Amending the FY 2021-2022 budget to cover the costs related to unexpected repairs at the Depot and Community House

*\*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. Courthouse Avenue Project Update & Parking Study Review – *Gary Warner, WithersRavenel*

**DEPARTMENTAL ITEM**

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

7. Farmers Market – Discussion
8. Sponsorship opportunity for Cape Fear Community College Day

**ITEMS FROM ATTORNEY – *Zachary Rivenbark, Town Attorney***

9. To be announced

**ITEMS FROM MANAGER** – *James Gantt, Town Manager*

10. Resolution 2022-04 Adopting the Americans with Disabilities Act (ADA) Transition Plan
11. Review of the contract with the NC Department of Transportation Rail Division regarding the Annual Maintenance of the Abandoned Railroad Right of Way
12. Update on current town projects
13. Other items to be announced

**ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS**

14. Resolution 2022-05 Adopting Rules of Procedure
15. 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**

16. **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 – *Andrea Correll, Planning Director***

17. Consideration of a map amendment to the 2030 Future Land Use Map
18. Resolution 2022-06 Adopting a Future Land Use Map amendment to the Burgaw 2030 Comprehensive Land Use Plan

**Public Hearing #2 – *Andrea Correll, Planning Director***

19. Consideration of a conditional zoning amendment to the official Town of Burgaw Zoning Map to rezone +/-1.236 acres located at 405 E. Wilmington St. further identified as tax reference number 3229-43-7701-0000 requesting rezoning from C/P Conservation/Preservation District & R-12 to C/P Conservation/Preservation District Office and Institutional to enable the existing apartment building built in the 1970s to become conforming.
20. Resolution 2022-07 Adopting a statement regarding the consistency of the requested conditional zoning map amendment to the official Town of Burgaw zoning map to rezone +/- 1.236 acres of land from C/P Conservation Preservation District and R-12 to C/P Conservation Preservation District and O&I (Office and Institutional) is consistent with the Burgaw 2030 Comprehensive Land Use Plan.
21. Ordinance 2022-04 Approving a conditional (CZ) amendment to the Town of Burgaw zoning map to rezone +/- 1.236 acres of land from C/P Conservation Preservation District and R-12 to (CZ)-C/P Conservation Preservation District and O&I (Office and Institutional) further identified as tax reference number 3229-43-7701-0000 to enable the existing four-unit apartment building to become conforming.

**Public Hearing #3 – *Andrea Correll, Planning Director***

22. Consideration of a conditional zoning amendment to the official Town of Burgaw Zoning Map to rezone +/-0.351 of an acre or +/-15,308 sq. ft. located at 312 A&B South Campbell St. further identified as tax

reference number 3229-52-1486-0000 from R-12 to Office & Institutional to enable the existing apartment duplex built in the 1970s to become conforming.

23. Resolution 2022-08 Adopting a statement regarding the consistency of the requested conditional (CZ) map amendment to the official Town of Burgaw zoning map to Conditional Rezone +/- 0.351 of an acre or +/- 15,308 square feet located 312 A & B S. Campbell Street from R-12 (Residential) to (CZ) O&I (Office and Institutional) is consistent with the Burgaw 2030 Comprehensive Land Use Plan.
24. Ordinance 2022-05 Approving a conditional zoning amendment to the Town of Burgaw zoning map to rezone a tract of land containing +/- 0.351 of an acre or +/- 15,308 square feet located at 312 A & B S. Campbell Street from R-12 (Residential) to (CZ) O&I (Office and Institutional) further identified as tax reference number 3229-52-1486-0000 to enable the existing duplex to become conforming.

**Public Hearing #4 – Andrea Correll, Planning Director**

25. Consideration of a text amendment to the Unified Development Ordinance requested by staff, to amend Section 9.26.7 Permitted Sign Standards by Zoning Districts (C) and (D) deleting the projecting and awning standards and referring to the NC Building Code.
26. Resolution 2022-09 Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by staff to section 9.26.7 (C) and (D) Permitted Sign Standards to delete the projecting and awning standards in this subsection and refer to the NC Building Code.
27. Ordinance 2022-06 Approving a requested text change amendment by staff of the Town of Burgaw Unified Development Ordinance to section 9.26.7 (C) and (D) Permitted Sign Standards to delete the projecting and awning standards in this subsection and refer to the NC Building Code.

**Public Hearing #5 – James Gantt, Town Manager**

28. Early Citizen Input on FY 2022-2023 Budget
29. **CLOSED SESSION** – pursuant to NC GS 143-318.11(a)(5) acquisition of real property
30. **ADJOURNMENT**