



Town of Burgaw
Board of Commissioners Meeting
Historic Train Depot, 115 South Dickerson Street, Burgaw NC
November 8, 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 September 13, 2022 Regular Meeting Minutes
 - B. Approval of the September 13, 2022 Closed Session Meeting Minutes
 - C. Resolution 2022-22 Request to amend Map Review Officer list for the Town of Burgaw
 - D. Ordinance 2022-29 Amending FY 2022-2023 budget to reflect expenses for new HVAC unit in the Police Department
 - E. Ordinance 2022-30 Amending FY 2022-2023 budget to reflect changes to the Pay Classification Plan

**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. Chaplain Diana Brown – Fee waiver request for use of the Burgaw Community House

DEPARTMENTAL ITEMS

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

7. Street closure requests for New Year's Eve Blueberry Drop
8. Street closure requests for Christmas Parade
9. Resolution 2022-23 Authorizing Town of Burgaw to accept a North Carolina Parks and Recreation Trust Fund Grant

Inspections Department – *Louis Hesse, Building Code Administrator*

10. Resolution 2022-24 Directing Town Attorney to petition the superior court for an order directing the property owner of 715 N. Wright Street to comply with the order of the town building official to bring the dwelling to minimum standards of fitness or remove or demolish the structure

11. Departmental Updates – *Department Heads*

ITEMS FROM ATTORNEY – *Zachary Rivenbark, Town Attorney*

12. To be announced

ITEMS FROM MANAGER – *James Gantt, Town Manager*

13. Resolution 2022-25 Resolution authorizing a construction contract to Trader Construction Company of New Bern, North Carolina for the Emergency Watershed Protection (EWP) Project in the amount of \$190,715
14. Public Works storage discussion
15. Update on current town projects
16. Other items to be announced

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

17. Cemetery Enhancement Project

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

18. Sidewalk cleaning discussion
19. Board meeting schedule and agenda discussion – *Mayor Dawson*
20. 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

21. **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*

22. Consideration of a Major Subdivision Final Plat application for Coastline Station Subdivision located on a ±2.47-acre tract containing seven lots at 818 W. Bridgers Street Extension. The site is zoned O&I (Office & Institutional) and developed under the R-7 (Residential) standards of the Unified Development Ordinance. The property is further identified as tax reference number 3219-83-9783-0000.

Public Hearing #2 – *Gilbert Combs, Planning Director*

23. Consideration of a text amendment to the Unified Development Ordinance requested by staff, to amend Section 9.3 Traffic Impact Study subsection 9.3.3 Applicability. This amendment will modify the number of trips a development generates per day that would require a traffic impact study.
24. Resolution 2022-26 Adopting a statement of consistency regarding text amendments of the Town of Burgaw Unified Development Ordinance requested by town staff to section 9.3.3 of the Unified Development Ordinance to revise the criteria determining traffic impact study requirements for development review and approval.
25. Ordinance 2022-31 Approving a text change amendment of the Town of Burgaw Unified Development Ordinance requested by town staff to section 9.3.3 of the Unified Development Ordinance to revise the criteria determining traffic impact study requirements for development review and approval.
26. **CLOSED SESSION** – if applicable
27. **ADJOURNMENT**