

**TOWN OF BURGAW
BOARD OF COMMISSIONERS
OCTOBER 08, 2013
4:00 PM**

AGENDA

- 1. Call to Order – Mayor Kenneth T. Cowan**
- 2. Invocation –Chaplain Bryant Crosson**
- 3. Pledge of Allegiance – All**
- 4. Approval of Agenda**
- 5. Approval of Consent Agenda**
 - A. Approval of Minutes of September 10, 2013 Regular Session and Closed Session**
 - B. Ordinance 2013-21 Amending FY 2013-2014 Budget – Citizen Injury at 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 – Mayor Cowan

- 6. Proclamation – Brain Aneurysm Awareness Month**
- 7. Presentation of Plaques to Retiring Planning Board Members**

SPECIAL REQUEST

- 8. Mike Hewett, Locations + - Request for use of Burgaw Cemetery for filming**

DEPARTMENTAL ITEMS

Clerk – Sylvia Raynor

- 9. Certification of Petition for Annexation by Middle District Baptist Association**
- 10. Resolution 2013-32 Adopting Amendments to Municipal Records Retention Policy**

Finance – Ashley Loftis

- 11. Resolution 2013- 33 Amending Utility Billing Policy (Amendment #2)**

Fire Administrator – Allen Wilson

- 12. Resolution 2013-34 Amending Fire Fighter Job Description**

Planning – Rebekah Costin

- 13. Resolution 2013-35 Appointing members of the Town of Burgaw Planning and Zoning Board to serve as regular and alternate members on the Board of Adjustment**

ITEMS FROM ATTORNEY – *Robert Kenan*

14. To be announced

ITEMS FROM MANAGER – *Chad McEwen*

15. Resolution 2013-36 Amending Building Inspector’s Job Description & the Organizational Chart
16. Discussion – Fire Department John Taylor Fund
17. Other items from Manager to be announced

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

18. To be announced

OTHER

19. **Break – 5:00** (Or thereafter) Sign-up for Public Forum and Public Hearings will be done during this break.
20. **Public Forum** – For non-public hearing items only. Speakers sign in, step to the podium when recognized, state your name and residence address and limit remarks to three (3) minutes per speaker.

PUBLIC HEARINGS – *Rebekah Costin, Planning Administrator*

Public Hearing 1

21. Consideration of a proposed text change amendment to *Article 19. Nonconforming Situations* to modify the guidelines for grandfathered nonconforming uses.
22. Ordinance 2013-22 Approving a text change amendment to *Article 19. Nonconforming Situations* of the Unified Development Ordinance Regarding Changes to Nonconforming Uses

Public Hearing 2

23. Consideration of a proposed text change amendment to *Section 4-9: Table of Permitted Uses* to allow cabinetmaking in the B-1 zoning district as a conditional use.
24. Ordinance 2013-23 Approving a text change amendment to Sections 4-9 and 4-10 of the Unified Development Ordinance regarding cabinetmaking in the B-1 Zoning District

Public Hearing 3

25. Consideration of a proposed text change amendment to Articles 3, 16, and 17 regarding the Board of Adjustment and Quasi-Judicial hearings to bring the Unified Development Ordinance in conformance with Session Law 2013-126.
26. Ordinance 2013-24 Approving a text change amendment to Articles 3, 16, and 17 of the Unified Development Ordinance regarding The Board of Adjustment and Quasi-Judicial Hearings

CLOSED SESSION – if applicable

ADJOURNMENT