

**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING, APRIL 8, 2008 -7:00 P.M.**

AGENDA

CALL TO ORDER: Mayor Clemmons

PLEDGE TO FLAG: Mayor Clemmons

APPROVAL/ADJUSTMENT OF AGENDA:

PRESENTATION: Calabash ABC Board

APPROVAL OF MINUTES: March 11, 2008-regular meeting

CORRESPONDENCE:

PUBLIC COMMENTS:

CONSENT AGENDA:

1. Adopt Resolution Authorizing Sale of 1997 Ford Ranger.
2. Adopt Proclamation For Municipal Clerks Week May 4th through May 10th.

INTERIM TOWN CLERK'S REPORT:

BUILDING INSPECTOR'S REPORT:

COMMITTEE REPORTS: Fire Dept, Planning & Zoning, Finance, Water/Wastewater, Community Service; and Town & Merchant.

OLD BUSINESS:

1. Action-Adopt Revised Fee Schedule (public hearing was held March 11, 2008)
2. Action-Rezoning Request (portion of) Tax ID# 241NA046 from MFH-II to Central Business; Beach Drive Diner (public hearing was held March 11, 2008)
3. Discussion/Action-Purchase of New Vehicle for the Town Services Department (tabled item)
4. Action-Adopt Agreement with Seaside Animal Hospital for Emergency Care of Animals Under Town's Animal Control Officer's Responsibility (tabled item)

NEW BUSINESS:

1. Schedule Special Meeting to Conduct a Workshop for the UDO on April 23, 2008 at 2:00pm
2. Schedule Public Hearing; Rezoning of Tax ID# 241OC020 from R-6 to CB for May 13, 2008 7:00 pm
3. Action-Place Ad for a Period of 4 to 6 Weeks in Various Publications to Hire a Town Administrator
4. Action-Adopt Resolution Supporting Additional Funding of NC Division of Tourism, Film & Sports Development
5. Action-Adopt Statewide Mutual Aid Agreement Among Municipalities for Disaster Relief
6. Discussion/Action-Establish Holding Agenda Meetings Prior to Regular Meetings (Per Com. Herman)
7. Discussion/Action-Adopt Privilege License Fee Schedule
8. Discussion & Action, as necessary, of Kingfish Bay Parking (Per Com. Herman)

BOARD COMMENTS:

ADJOURN:

**TOWN OF CALABASH
BOARD OF COMMISSIONERS
REGULAR MEETING
APRIL 8, 2008
7:00 PM**

MINUTES

The Calabash Board of Commissioners held a regular monthly meeting on Tuesday, April 8, 2008, 7:00 pm at Town Hall, 882 Persimmon Road, Calabash, NC.

MEMBERS PRESENT: Mayor Anthony Clemmons, Mayor Pro Tem Forrest King, Commissioner Cecelia Herman, Commissioner William Dixon, and Commissioner John Melahn.

MEMBERS ABSENT: Commissioner Emily DiStasio.

STAFF PRESENT: Interim Town Clerk Kelley Southward, Building Inspector/Code Enforcement Officer Stanley Dills, and Jim McCartney.

GUESTS: There were approximately fifteen guests in attendance.

CALL TO ORDER: Mayor Clemmons called the meeting to order at 7:00 pm.

PLEDGE TO FLAG: Mayor Clemmons led everyone in the pledge to the flag.

APPROVAL/ADJUSTMENT OF AGENDA: Commissioner King asked to add a second "Public Comments" at the end of meeting, just before Board Comments. Mayor Clemmons asked to remove Item 4-"Adopt Agreement with Seaside Animal Care" from Old Business and add Item 9-"Action/Approve Town & County to complete an agreement to provide building inspection services subject to the Board's approval of the agreement". *Commissioner King made a motion to approve the agenda, as amended; the motion was seconded by Commissioner Melahn and carried by a unanimous vote.*

PRESENTATION: Mayor Clemmons gave a brief history of the Calabash ABC Board and then presented a plaque to Hank Rutter and Suzy King of the Calabash ABC Board, in appreciation of the ABC Board's 34 years of dedicated service and support to the Town of Calabash.

APPROVAL OF MINUTES: March 11, 2008-regular meeting. *Commissioner King submitted a motion to approve the minutes of March 11, 2008, as written. Commissioner Herman seconded the motion to approve and the motion carried by way of a unanimous vote.*

CORRESPONDENCE: no discussion.

PUBLIC COMMENTS: none forthcoming.

CONSENT AGENDA:

1. Adopt Resolution Authorizing Sale of 1997 Ford Ranger.
2. Adopt Proclamation for Municipal Clerks Week, May 4th through May 10th.

Commissioner Melahn made a motion to approve the Consent Agenda. Commissioner Dixon seconded the motion and the motion carried with a unanimous vote.

INTERIM TOWN CLERK'S REPORT: Ms. Southward relayed that Town Hall has been busy especially with the Tax Collector on vacation. Things are moving forward with the sewer project—surveying nears completion. The water extension has been completed; residents along Persimmon Road should be receiving an application from the County.

BUILDING INSPECTOR'S REPORT: Attached hereto and made a part of these minutes. Commissioner King asked Mr. Dills if the townhomes at Kingfish Bay had passed inspection to receive temporary power. Mr. Dills relayed that two of the units have received temporary power. Commissioner King asked if the local burning ban had been lifted. Mr. Dills explained that the County had not yet lifted their burning ban and therefore, the Town burning ban had not been lifted either. However, technically since there is no statewide burning ban, the Town is independent of the County and could lift the ban if that were the pleasure of the Board.

COMMITTEE REPORTS:

- **Fire Department**—the budget was solidified and forwarded onto the County for review at the last meeting. Also at the last meeting, Fire Department Board members were polled regarding the department's current non-profit status; the members agreed, unanimously, that this status needed to change in order to be eligible for more grants. Discussion of possible changes included becoming a municipal department (either Calabash or Carolina Shores or both) or a County department or a fire district—no decisions were made.
- **Planning & Zoning**—P/Z recommended approval of a garden center retail business in the CB provided all storage is screened from view. P/Z will hold a workshop to revise the ordinance to include municipal buildings in all zoning districts as requested by the BOC. P/Z recommended that the ordinance is not revised to include U-Haul truck rentals as a conditional use in the CB. P/Z recommended rezoning 9081 Beach Drive to CB from R-6. The P/Z Board also approved a minor change to the Kingfish Bay Master Site Plan—two 16-unit condo buildings were rotated 180 degrees. P/Z tabled creating a policy for abandoned septic tanks until the matter can be researched.
- **Finance**—Budget requests are due by April 15th.
- **Water/Wastewater**—Mayor Clemmons said he believes surveying for the sewer has been completed. Gravity systems have been planned for as many areas as possible on the engineering plans. With the completion of the surveying, the Town moves one step closer in receiving a total projected cost for the entire project.
- **Community Service**—the committee has changed the time of their meetings from 6:30 pm to 7:00 pm on the fourth Thursday of the month. To raise funds, they are selling Calabash license plates for \$5.00 a piece. The ribbon cutting ceremony for the maintenance building will be on April 19th at 9:00 am coffee/juice and donuts will be

served. Immediately following the ribbon cutting will be the Litter Sweep until noon—lunch will be served for participants. The Memorial Day Ceremony will be at Town Hall on May 26th at 10:00 am.

- **Town & Merchant**—Once the fire fees have been set, Commissioner King will be sending out informational packets (on various issues) to the Calabash businesses.

OLD BUSINESS:

1. Action—Adopt Revised Fee Schedule (public hearing was held March 11, 2008). The Board briefly discussed some of the included fees. *Ultimately, Commissioner Herman made a motion to approve the draft fee schedule, as submitted. Commissioner Dixon seconded the motion and the motion carried with a unanimous vote.*
2. Action—Rezoning Request (portion of) Tax ID# 241NA046 from MFH-II to Central Business; Beach Drive Diner (public hearing was held March 11, 2008). *Commissioner Herman made a motion to rezone (portion of) Tax ID# 241NA046 from MFH-II to Central Business. Commissioner Melahn seconded the motion and the motion carried with a unanimous vote.*
3. Discussion/Action—Purchase of New Vehicle for the Town Services Department (tabled item). Mayor Clemmons opened the matter for discussion. The Board discussed the purchase of a new vehicle; they compared and contrasted purchasing a truck versus a small SUV. Commissioner King explained to everyone that the Town had planned on purchasing a new truck for Town Services in the upcoming fiscal budget but since one truck is out of commission, Town Services is short a vehicle so, the Town is looking to purchase a new vehicle now instead of waiting until July. *Commissioner Herman made a motion for Mr. McCartney to research the purchase of an SUV 4-wheel drive and bring it back to the Board next month. Commissioner Melahn seconded the motion and there was discussion. After brief discussion, Commissioner Herman amended her motion to direct Mr. McCartney to look into the purchase of an SUV 4-WD for the Inspection Department and allow the Finance Officer to approve the sale, not to exceed \$25,000. Commissioner Dixon seconded the amended motion and the motion carried by way of a unanimous vote.*

NEW BUSINESS:

1. Schedule Special Meeting to Conduct a Workshop for the UDO on April 23, 2008 at 2:00 pm. *Commissioner King submitted a motion to schedule a special meeting for a UDO workshop for Wednesday April 23, 2008 at 2:00 pm. Commissioner Melahn seconded the motion and the motion carried by way of a unanimous vote.*
2. Schedule Public Hearing for Rezoning of Tax ID# 241OC020. *Commissioner Herman submitted a motion to set the public hearing for the rezoning of Tax ID# 241OC020 from R-6 to CB for Tuesday, May 13, 2008 at 7:00 pm. Commissioner Melahn seconded the motion and the motion carried with a unanimous vote.*
3. Action—Place Ad for a Period of 4 to 6 Weeks in Various Publications to Hire a Town Administrator. *Commissioner King submitted a motion to place an ad for a Town Administrator in various publications for 4 to 6 weeks in hopes of finding a suitable Town Administrator. Commissioner Dixon seconded the motion and the motion carried*

by way of a unanimous vote. Mr. Dills asked if this would include a Zoning Administrator. Mayor Clemmons said it would be included in the TA ad that Zoning Administrator is a part of the duties.

4. Action-Adopt Resolution Supporting Additional Funding of NC Division of Tourism, Film & Sports Development. *Commissioner Melahn made a motion to adopt the resolution supporting additional funding of NC Division of Tourism, Film & Sports Development. Commissioner King seconded the motion and the motion carried, unanimously.*
5. Action-Adopt Statewide Mutual Aid Agreement Among Municipalities for Disaster Relief. *Commissioner King made a motion to approve the Mutual Aid Agreement for Disaster Relief. Commissioner Melahn seconded the motion and the motion carried by way of a unanimous vote.*
6. Discussion/Action-Establish Holding Agenda Meetings Prior to Regular Meetings (per Commissioner Herman). Commissioner Herman said she believes the Board should hold regular agenda meetings prior to the regular monthly meeting just as many municipalities in the area do; it should help regular meetings to not last excessive periods of time. *Commissioner Herman submitted a motion to hold agenda workshop meetings prior to regular meetings to be held the first Thursday prior to the second Tuesday of each month at 5:00 pm. Commissioner King seconded the motion and the motion carried with a unanimous vote.*
7. Discussion/Action-Adopt Privilege License Fee Schedule. There were minimal changes made to the fee schedule; contractors of all trades will be subject to a \$25 yearly fee (previously \$10 or \$15 depending on trade) and restaurants will be subject to a fee of \$42.50 per year (previously \$50). The Board asked staff to look into computer businesses and if they can be charged per terminal. *Commissioner Herman made a motion to approve the privilege license fee schedule, as amended. Commissioner Dixon seconded the motion and the motion carried by way of a unanimous vote.*
8. Discussion/Action (as necessary) of Kingfish Bay Parking (per Commissioner Herman). Commissioner Herman said this issue was addressed and resolved last night at the P/Z Board meeting. Mr. Dills updated the Board on the parking at Kingfish Bay; technically they lack a few parking spaces in Phase I as required by the Town's ordinance. The P/Z Board felt that there was sufficient room to have some overflow parallel parking on the street right of ways and that this was the intent at the original approval of the Master Site Plan.
9. Action/Approve Town & County to Complete an Agreement to Provide Building Inspection Services Subject to the Board's Approval of the Agreement. Mayor Clemmons clarified that he would like the Board to approve the Town working with the County to discuss formulating an agreement to have the County perform requested Building Inspections and that said agreement would have to come back before the Board for consideration of approval; Mayor Clemmons, Commissioner Herman, Ms. Southward, and Mr. Dills would be working on this agreement. Commissioner Melahn asked if the purpose of this was to reduce some of the workload off of Mr. Dills. Mayor Clemmons said the purpose would be for the County to assist the Town's Building Inspections Department if/when there is an over abundance of requested inspections in a given period of time. Mr. Dills asked if all permits would be issued from the Town of Calabash. Mayor Clemmons said yes; the County would not be issuing any permits

within the Town. Rather, the County would just be a resource for performing inspections on an as needed basis. Mayor Clemmons said there are a number of issues to be worked out, which is why he would like the Board's approval to move forward in discussing an agreement with the County and the agreement would have to come before this Board for consideration. Mr. Dills asked if the Town plans to cancel the current agreement that is in place with Sunset Beach for mutual aid in building inspections. Mayor Clemmons said we have not yet reached that point. *Commissioner Herman made a motion that the Board authorize said committee to enter into discussion with the County on possible terms for an agreement to be brought before this Board for approval regarding aiding the Inspections Department of the Town of Calabash with overflow inspections. Commissioner Melahn seconded the motion and the motion carried by way of a unanimous vote.*

PUBLIC COMMENTS: Mr. Keith Hardee made one comment—he asked that the Mayor research the history/establishment of the Calabash ABC Board.

BOARD COMMENTS: Commissioner Herman relayed that as the Town finishes with the budget process the Fire Department has stated that they would be willing to come and explain their request for funds.

ADJOURN: *Commissioner Melahn submitted a motion to adjourn the meeting; Commissioner Herman seconded the motion and the motion carried by way of a unanimous vote—the meeting adjourned at 8:30 pm.*

(seal)

Anthony Clemmons, Mayor

Attest:

Kelley Southward, Interim Town Clerk