



**TOWN OF CALABASH
PLANNING AND ZONING BOARD
REGULAR MEETING
Monday, February 7, 2011
6:00 pm-SANBORN HALL**

AGENDA

CALL TO ORDER & PLEDGE TO FLAG:

APPROVAL/ADJUSTMENT OF AGENDA:

APPROVAL OF MINUTES:

1. January 3, 2011-Regular Meeting

PUBLIC COMMENTS:

TOWN CLERK'S REPORT:

OLD BUSINESS:

1. **Discussion/Action**-review Section 18-5(15) of the UDO as it pertains to animated signs being prohibited. Prepare suggestions for revisions to Article 18 regarding animated signs, which might include adjustments to the definition of animated signs included in Article 2—make a recommendation to the Board of Commissioners. (tabled item).

NEW BUSINESS:

1. **Discussion/Action**-make a recommendation to the Board of Commissioners regarding a letter of interest from a citizen who would like to serve as a member of the Planning & Zoning Board.
2. **Discussion/Action**-discuss dates to hold a joint workshop with the Board of Commissioners regarding animated signs.
3. **Discussion** of PZB budget requests for the upcoming 2011-2012 Fiscal Year Budget.
4. **Discussion** of the PZB Annual Report due to the Board of Commissioners in April each year.
5. **Discussion/Action** to elect a new Vice Chairman.

BOARD COMMENTS:

ADJOURN:

**TOWN OF CALABASH
PLANNING AND ZONING BOARD
REGULAR MEETING
Monday, February 7, 2011-6:00 p.m.**

MINUTES

The Calabash Planning and Zoning Board (PZB) held a Regular Meeting on Monday, February 7, 2011, 6:00 p.m. at Town Hall, Calabash, NC.

MEMBERS PRESENT: Chairperson J.W. Brown, Vice-Chairperson Marty Keefe, Mr. John Thomas and Mr. Ken Drennan; a quorum was present.

MEMBERS ABSENT: Mr. Josh Truesdale.

STAFF PRESENT: Interim Town Administrator/Town Clerk Kelley Southward.

GUESTS PRESENT: The audience consisted of four guests.

CALL TO ORDER/PLEDGE TO THE FLAG/MOMENT OF SILENCE: Vice-chairperson Keefe called the meeting to order at 6:00 p.m. and led everyone in the Pledge of Allegiance and asked for a moment of silence in remembrance of long time Board member Mr. Alton Watts, who had recently passed away.

APPROVAL/ADJUSTMENT OF AGENDA: *Mr. Thomas motioned to approve the agenda as stated, seconded by Mr. Drennan and unanimously carried. Mr. Thomas motioned to approve the January 4, 2011 minutes as written, seconded by Mr. Drennan and unanimously carried.*

PUBLIC COMMENTS: None forthcoming.

TOWN CLERK'S REPORT: While she did not have a written report, the Town Clerk expressed her deep sense of loss at the passing of Mr. Watts.

OLD BUSINESS:

1. **Discussion/Action-**review Section 18-5 (15) of the UDO as it pertains to animated signs being prohibited. Prepare suggestions for revisions to Article 18 regarding animated signs, which might include adjustments to the definition of animated signs included in Article 2-make a recommendation to the Board of Commissioners.

A copy of Mr. Keefe's written report is herein attached to these minutes. Mr. Keefe stated that he had completed some research on the first and second options (no changes and allowing electronic and digital information signs). His research indicated that some towns had opted for option two. His report outlined the names of several sign companies. Mr. Thomas asked that as a joint workshop with the Board of Commissioners was scheduled for February 21st, should the Planning and Zoning Board members table further discussion until the joint workshop. Following a brief discussion, *Mr. Drennan motioned to continue to research animated signs and prepare for the*

workshop before making a recommendation to the Board of Commissioners, seconded by Mr. Thomas and unanimously carried.

NEW BUSINESS:

1. **Discussion/Action**-make a recommendation to the Board of Commissioners regarding a letter of interest from a citizen who would like to serve as a member of the Planning and Zoning Board.

Ms. Southward noted that the letter submitted by Mr. Charles Daniels' was submitted in time for consideration by the Planning and Zoning and for the Board to make a recommendation to the Board of Commissioners. Following a brief discussion *Mr. Drennan motioned to recommend to the Board of Commissioners consideration of the letter submitted by Mr. Daniels, seconded by Mr. Thomas and unanimously carried.*

2. **Discussion/Action** –discuss dates to hold a joint workshop with the Board of Commissioners regarding animated signs.

Ms. Southward stated that Monday, February 21st was the date tentatively scheduled by the Board of Commissioners. Following *discussion Mr. Thomas motioned to schedule a workshop with the Board of Commissioners to discuss animated signs on Monday, February 21, 2011 at 6:00 p.m. in Town Hall, seconded by Mr. Drennan and unanimously carried.*

3. **Discussion** of Planning and Zoning Board budget requests for the upcoming 2011-2012 Fiscal Year Budget.

Ms. Southward asked members if they had any goals or plans to change anything and explained the funds budgeted in the 2010-2011 budget. A brief discussion ensued with no recommendations for changes being offered.

4. **Discussion** of the Planning and Zoning Annual Report due to the Board of Commissioners in April each year.

Ms. Southward noted that the preliminary plan for Riverwalk at Calabash and animated signs were the most significant issues the Board had worked on to date to be included in their report to the Board of Commissioners. She noted that Board members could include other issues as well.

5. **Discussion/Action** to elect a new Vice-Chairperson.

Mr. Keefe's resignation becomes effective February 15, 2011. Following a brief discussion *Mr. Drennan nominated Mr. Thomas, seconded by Mr. Brown and unanimously carried.*

BOARD COMMENTS: None forthcoming.

ADJOURN: *Mr. Drennan motioned to adjourn, seconded by Mr. Thomas and unanimously carried.*

SEAL

PZB Chairman or Vice-Chairman

Attest:

Town Clerk