



**TOWN OF CALABASH  
PLANNING AND ZONING BOARD  
REGULAR MEETING  
Monday, March 4, 2013  
6:00 pm-SANBORN HALL**

**AGENDA**

**CALL TO ORDER:**

**PLEDGE TO FLAG:**

**APPROVAL/ADJUSTMENT OF AGENDA:**

**APPROVAL OF MINUTES:**

1. February 4, 2013-Regular Meeting

**PUBLIC COMMENTS:**

**CLERK'S REPORT:**

**OLD BUSINESS:**

**NEW BUSINESS:**

1. Discussion: review Article 24 of the Unified Development Ordinance and Policy #s 87 & 95 of the CAMA Land Use Plan as they pertain to the requirements for sidewalk infrastructure in new development/subdivisions; add language that conveys sidewalks are required when feasible/practical. Comprise amendments, and if necessary, make a recommendation to the Board of Commissioners.
2. Review monthly written PZB Reports to the Board of Commissioners; discuss the Annual Report due in April.
3. Discuss PZB Budget requests for the 2013-2014 Fiscal Year Budget.

**BOARD COMMENTS:**

**ADJOURN:**

**TOWN OF CALABASH  
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REGULAR MEETING  
Monday, March 4, 2013**

**MINUTES**

The Calabash Planning & Zoning Board (PZB) held a Regular Monthly Meeting on Monday, March 4, 2013, 6:00 PM in Sanborn Hall, located at Town Hall, 882 Persimmon Road, Calabash, NC.

**MEMBERS PRESENT:** Madam Chairman Sonia Climer, Vice Chairman John Thomas, Commissioner Emily DiStasio, Clare Leary and Mark Pero; a quorum was present

**MEMBERS ABSENT:** Charlie Daniels

**STAFF PRESENT:** Town Administrator Chuck Nance and Town Clerk Kelley Southward

**GUESTS PRESENT:** There were no guests present at the start of the meeting; Commissioner Charles Walton came in at 6:05 PM and sat in the audience.

**APPROVAL OF MINUTES:** *Commissioner DiStasio moved to approve the minutes of February 4, 2013, as presented, seconded by Mrs. Leary and unanimously carried.*

**APPROVAL OF AGENDA:** *Commissioner DiStasio moved to approve the agenda, seconded by Mr. Thomas and unanimously carried.*

**PUBLIC COMMENTS:** none

**TOWN CLERK'S REPORT:** no report

**OLD BUSINESS:** none

**NEW BUSINESS:**

- 4. Discussion:** review Article 24 of the Unified Development Ordinance (UDO) and Policy #s 87 & 95 of the CAMA Land Use Plan (LUP) as they pertain to the requirements for sidewalk infrastructure in new development/subdivisions; add language that conveys sidewalks are required when feasible/practical. Comprise amendments, and if necessary, make a recommendation to the Board of Commissioners.

It had been noted in the staff report pertaining to this item that the UDO does not require sidewalks in subdivision; they are only required in PUD's and the minimum size of a PUD is 10-acres so, sidewalks will likely always be a feasible infrastructure element. The policies in the LUP are not ordinances. Town Administrator Nance said he spoke with Chris May, Director of the Cape Fear Council of Governments (COG), who relayed

that CAMA LUPs (in coastal areas like Calabash) are difficult to amend as they have to be approved by the Coastal Resource Commission (CRC). His suggestion was to make a note of what changes the Town identifies as needed and make those changes at the required 10-year update to the LUP. In the interim, if situations occur where it is not feasible to install sidewalks within a subdivision as statement of the reason should be made at the time of recommendation/approval with the note that there intends to be an amendment to the specific policies during the 10-year update. The PZB was in agreement with Mr. May's assessment of amendments to the LUP and made a note of this amendment for the 10-year update to the LUP.

**5. Review monthly written PZB Reports to the Board of Commissioners; discuss the Annual Report due in April.**

The PZB was in agreement that the monthly reports should be forwarded to the Board of Commissioners with a cover letter that Town Administrator Nance would prepare noting the year's highlights of the PZB's reviews and actions.

**6. Discuss PZB Budget requests for the 2013-2014 Fiscal Year Budget.**

Members reviewed the current year's budget with staff and felt the same budget would work for the 2014-2013 FY Budget; a total budget of \$5,850. They noted that they would like to have COG come to Town Hall for training as they felt the training COG gave last year hosted by Carolina Shores was very informative. Further, the Clerk was requested to purchase some resource materials from the School of Government—a small paperback planning & zoning book to be purchased from the current year's budget.

**BOARD COMMENTS: none**

**ADJUORNMENT:** *Commissioner DiStasio moved to adjourn, seconded by Mr. Thomas and unanimously carried at 6:10 PM.*

(SEAL)

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Sonia Climer, Madam Chair

Attest:

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Kelley Southward, Town Clerk