



**TOWN OF CALABASH
PLANNING AND ZONING BOARD
REGULAR MEETING**

TUESDAY, September 3, 2013

7:00 PM-Sanborn Hall

AGENDA

CALL TO ORDER/PLEDGE TO FLAG

ROLL CALL:

APPROVAL/ADJUSTMENT OF AGENDA:

APPROVAL OF MINUTES:

1. August 5, 2013-Regular Meeting

PUBLIC COMMENTS:

OLD BUSINESS:

1. **Discussion/Research/Drafting:** Continued discussion with staff regarding the possibility of establishing guidelines and standards for mobile homes or other used dwellings that are relocated to Calabash from other jurisdictions. Begin to draft standards/checklist and/or provide direction to staff for preparation of draft language to be forwarded to the PZB in October for consideration of a recommendation.

NEW BUSINESS: none

BOARD COMMENTS:

ADJOURN:

**TOWN OF CALABASH
PLANNING AND ZONING BOARD
REGULAR MEETING
Tuesday, September 3, 2013—7:00 PM**

MINUTES

The Calabash Planning & Zoning Board (PZB) held their Regular Monthly Meeting on Tuesday, September 3, 2013 (Tuesday instead of Monday due to the Labor Day Holiday) at 7:00 PM in Sanborn Hall, located at Town Hall, 882 Persimmon Road.

CALL TO ORDER/PLEDGE TO FLAG: Chairperson Climer called the meeting to order at 7:00 PM and led the Pledge of Allegiance to the Flag.

ROLL CALL: PZB members present included: Chairperson Sonia Climer, Vice Chairperson John Thomas, Mark Pero and Commissioner Emily DiStasio.

Staff present included: Town Administrator Chuck Nance, Town Clerk Kelley Southward, Building Inspectors/Code Enforcement Officers Stanley Dills and Michael Edwards.

PZB members absent: Clare Leary and Charlie Daniels.

Guests present: Commissioner Daria Buccilli.

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

APPROVAL OF MINUTES:

2. August 5, 2013-Regular Meeting: *Commissioner DiStasio moved to approve the minutes of 8-5-2013; as presented, seconded by Mr. Thomas and unanimously carried.*

PUBLIC COMMENTS: non forthcoming.

OLD BUSINESS:

2. **Discussion/Research/Drafting:** Continued discussion with staff regarding the possibility of establishing guidelines and standards for mobile homes or other used dwellings that are relocated to Calabash from other jurisdictions. Begin to draft standards/checklist and/or provide direction to staff for preparation of draft language to be forwarded to the PZB in October for consideration of a recommendation.

The only item of discussion was old business presented by Town Staff regarding the development of some sort of standards for manufactured homes and regular homes that were built somewhere else and then moved to Calabash. There was lengthy discussion that included requirements already in place by the Town's UDO, the Town's General Code, and the State Building Code; however, there were also grey areas that were not addressed by these codes that Building Inspector Stanley Dills said needed looking into by the Board. Mr. Dills presented pictures of some examples of used dwellings that had previously or are in the process of being moved into Calabash. Some of the grey areas noted were: construction debris and soil stabilization; engineering required on homes moved from non-hurricane zones; condition and appearance of home; length of permit and how this might be expedited; construction on additions and if the rest of the home had to meet certain standards; and electrical wiring. During discussions it was noted that staff was not asking for minimum housing standards, and that based upon items discussed that staff would work on requirements for existing homes being relocated to Calabash, have them checked out with the School of Government and the Department of Insurance, and then bring them back to the Planning Board for further discussion. No action was taken at the meeting.

NEW BUSINESS: none

BOARD COMMENTS: Town Administrator Nance formally introduced Mr. Edwards, the new Building Inspector/Code Enforcement Officer who joined the Town Staff team today.

ADJOURN: *Mr. Pero moved to adjourn; seconded by Commissioner DiStasio and unanimously carried at approximately 8:10 PM.*

(SEAL)

Sonia Climer, Chairperson

ATTEST:

Kelley Southward, Town Clerk