



BOARD OF COMMISSIONERS MEETING AGENDA

August 08, 2023 at 4:30 PM

Burgaw Town Center – 108 E Wilmington Street, Burgaw NC

CALL TO ORDER - MAYOR OLIVIA DAWSON

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF CONSENT AGENDA

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.

1. Approval of the July 11, 2023 Regular Meeting Minutes
2. Ordinance 2023-25 Amending the FY 2023-2024 budget to reflect the purchase of Challenge Coins by the Burgaw Fire Department

SPECIAL REQUESTS/PRESENTATIONS

3. Burgaw Now – Street Closure Request
4. Pender United – Street Closure Request

DEPARTMENTAL ITEMS

5. Autumn Fest – Street Closure Request
6. Departmental Updates – Department Heads

ITEMS FROM ASSISTANT MANAGER – Jim Hock, Assistant Town Manager

7. To be announced

ITEMS FROM MANAGER – James Gantt, Town Manager

8. Update on current town projects
9. Other items to be announced

ITEMS FROM ATTORNEY – Zachary Rivenbark, Town Attorney

10. To be announced

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

11. Speed Limit Survey Discussion

12. Other items to be announced

BREAK (5:30 or thereabout)

There will be a five-minute break in order to allow citizens to sign up for Public Forum and Public Hearings.

PUBLIC FORUM

Public Forum - The Public Forum is for non-public hearing items only. Speakers must sign in, step to the podium when recognized, state your name and residence address. Remarks should be limited to three (3) minutes per speaker.

CLOSED SESSION

13. NC GS 143-318.11(a)(3) Attorney/Client Privilege

ADJOURNMENT

TOWN OF BURGAW BOARD OF COMMISSIONERS REGULAR MEETING

DATE: July 11, 2023
TIME: 4:30 PM
PLACE: Burgaw Town Center, 108 E. Wilmington Street
BOARD MEMBERS PRESENT: Mayor Olivia Dawson
 Mayor Pro-tem Wilfred Robbins
 Bill George, Vernon Harrell, and James Malloy
BOARD MEMBER ABSENT: Jan Dawson
STAFF PRESENT: James Gantt, Town Manager
 Kristin J. Wells, Town Clerk
 Kimberly Rivenbark, Deputy Town Clerk
 Wendy Pope, Finance Officer
 Jim Hock, Police Chief/Assistant Town Manager
 Louis Hesse, Building Code Administrator
 Alan Moore, Public Works Director
 Cody Suggs, Parks & Recreation Director
 Gilbert Combs, Planning Director
 Clay Jasper, Deputy Fire Chief
 Jessica Grey, Community Development Coordinator
 Damon Stanley, Facilities & Grounds Manager
 Jayna Augst, Recreation Coordinator
 Zachary Rivenbark, Town Attorney
MEDIA PRESENT: None
INVOCATION: Reverend Nick Smith
PLEDGE OF ALLEGIANCE: All

The meeting was called to order by Mayor Dawson at 4:30 PM and the invocation was led by Reverend Smith.

Approval of Agenda

Mayor Dawson asking the board to amend the agenda by adding item 19 A, consideration of approval to allow a bench in the cemetery by a family requesting same. Commissioner Harrell made a motion to approve the agenda as amended. The motion was seconded by Commissioner George and carried by unanimous vote.

Approval of Consent Agenda

Commissioner Harrell made a motion to approve the consent agenda as presented. The motion was seconded by Commissioner Malloy and carried by unanimous vote.

- A. Approval of the June 6, 2023 Regular Meeting Minutes
- B. Approval of the June 6, 2023 Closed Session Minutes

SPECIAL REQUESTS/PRESENTATIONS

Swearing in of Burgaw Police Department Patrol Officers – Mayor Dawson

Mayor Dawson swore in two new officers with the Burgaw Police Department, Demetria Williams and Danielle Mathon.

Burgaw Methodist Church – Street closure request

Matthew Hayes requested closure of Bridgers Street between Walker Street and Wright Street on July 22, 2023 between the hours of 8:00 PM and 10:00 PM for the safety of visitors to attend an event at Burgaw Methodist Church. Commissioner Robbins made a motion to approve the street closure request as presented, and requested Mr. Hayes make sure residents in the closure area be notified. The motion was seconded by Commissioner George and carried by unanimous vote.

Pender County Emergency Management – Tommy Batson

Tommy Batson gave a brief update from the Emergency Management office and asked the board if they had any questions or concerns. There were no questions for the Emergency Management office at this time.

Pender Sheriff's Charitable Foundation – Cynthia Tart

Cynthia Tart with the Pender Sheriff's Charitable Foundation spoke to the board about the foundation.

Pender Education Partnership – Tammie Parris

Tammie Parris with Pender Education Partnership made a presentation and gave an overview of what the partnership does. She advised she would be coming back before the board at a later date to request funding for teacher mini grants, etc.

1865 Society of Pender County – Karen Malloy

Karen Malloy with the 1865 Society of Pender County presented a plaque to the Town of Burgaw to show appreciation for its support during the first annual Juneteenth Celebration held on the Courthouse Square on June 24, 2023.

Parks & Recreation Month Proclamation – Mayor Dawson

Mayor Dawson read aloud a proclamation proclaiming June as Parks & Recreation Month in Burgaw.

BREAK 5:12 PM – 5:31 PM

PUBLIC FORUM

Daniel Wedlock, 712 West Bridgers Street, spoke to the board with concerns about drainage near his property as a result of new construction houses in the area. He also advised there are no lines painted on the street in the curve at 312 West Bridgers Street and requested staff to look at having the pavement striped. Mr. Gantt advised staff will look at both issues.

PUBLIC HEARINGS

Public Hearing #1 – *Gilbert Combs, Planning Director*

Consideration of a text amendment to the Unified Development Ordinance requested by staff to amend Section 9.24.2 General under Section 9.24 Off-Street Parking and Loading and Section 17.2 Definitions.

Mayor Dawson declared the public hearing open at 5:35 PM.

Mr. Combs presented the text amendment request as described in Ordinance 2023-24. He said he received a complaint that prompted this request. He showed images of issues in town on residential properties. There was brief discussion by the board regarding the images.

Mayor Dawson declared the public hearing closed at 5:41 PM.

Resolution 2023-19 A requested text change amendment of the Town of Burgaw Unified Development Ordinance requested by staff of the Town of Burgaw to amend Section 9.24.2 General to prohibit certain commercial vehicles on residentially zoned lots with residential as the primary use and Section 17.2 Definitions to create a definition for commercial vehicle.

Commissioner Robbins made a motion to approve Resolution 2023-19 as presented. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Ordinance 2023-24 A requested text change amendment of the Town of Burgaw Unified Development Ordinance requested by staff of the Town of Burgaw to amend Section 9.24.2 General to prohibit certain commercial vehicles on residentially zoned lots with residential as the primary use and Section 17.2 Definitions to create a definition for commercial vehicle.

Commissioner Robbins made a motion to approve Ordinance 2023-24 as presented. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

DEPARTMENTAL ITEMS

Finance Department – *Wendy Pope, Finance Officer*

Proposed amendments to the Utility Policy

Ms. Pope presented recommended amendments to the Utility Policy. Commissioner Robbins asked why the payments were due by 8 AM on the next business day. Ms. Pope explained the process of receiving and entering cash and online payments near the due dates. There being no further discussion the board, Commissioner Harrell made a motion to approve the recommended amendments to the Utility Policy as presented by Ms. Pope. The motion was seconded by Commissioner Malloy and carried by unanimous vote.

Departmental Updates – *Department Heads*

Police Department- Jim Hock, Police Chief

- Recently hired Danielle Mathon and Demetria Williams.
- School Resource Officer Rossi has been assisting Parks, Recreation & Tourism staff with summer camp.
- Sergeant Williams has been attending ALICE Training.

Finance Department – Wendy Pope, Finance Officer

- Working on closing out fiscal year 2022-2023 and beginning fiscal year 2023-2024.

Building Inspections Department – *Louis Hesse, Building Code Administrator*

- Gave an update on Cardinal Foods.
- Advised the first letter regarding minimal housing with the recent ordinance changes, has been sent.

Commissioner Malloy asked about the first house that had minimal housing issues. Mr. Hesse confirmed that this was the house he was referring to about the letter being sent. He advised there have been issues with the heirs of the property.

Planning Department – *Gilbert Combs, Director*

- Public Input Meeting to be held on July 20, 2023 at the Planning & Zoning Board regular meeting to allow for citizen input regarding short-term rental properties in town.

Commissioner Malloy asked about the status of staff looking into problems with grass clippings being blown into the streets. After brief discussion, Mr. Combs will include information about this in the newsletter and social media to educate the public.

Parks, Recreation & Tourism Department – Cody Suggs, Director

- Staff has been busy with summer camp for two weeks.
- Advised there have been a few special event permits that have come in for review.
- Park updates have been done recently.

- Advised the Burgaw Parks Foundation committee will be kicking off soon and meeting in August.
- Will be working with the Planning Department regarding a master plan update for the town parks.

Facilities & Grounds Maintenance – Damon Stanley, Facilities & Grounds Manager

- Continues to work in the capacity of Utility Technician until this position is filled in Public Works.
- Working on asset management inventory lists.

Public Works Department – Alan Moore, Director

- Working on water taps, I&I repairs, and installing a drainage pipe at the pocket park on Wright Street.

Commissioner Harrell requested a street paving list for the upcoming three years. He commented that we need to make sure pipes don't need repairing or replaced first before paving the street.

Fire Department – Clay Jasper, Deputy Fire Chief

- Helped with the NC Blueberry Festival.
- Working on continuous truck repairs.

ITEMS FROM ASSISTANCE MANAGER – Jim Hock, Assistant Town Manager

Chief Hock updated the board of the preliminary plans for the Public Works facility expansion project.

ITEMS FROM MANAGER – James Gantt, Town Manager

Update on current town projects

Mr. Gantt advised he received notice that the grant application for the asset management and master plan update is on the preliminary list to provide 100% funding for the project. He will keep the board posted on the progress of this grant application.

Mr. Gantt asked the board for their thoughts and opinions on the corner lot next to the Burgaw Town Center in regard to leaving it a grass area or making it a parking lot. There was discussion on the digital sign planned for the corner and ideas of making the area a nice green space. After some discussion, the board agreed to make the area an inviting green space with a possible gazebo, picnic tables and the L-shaped digital sign, as proposed by Mr. Gantt. Mr. Gantt also said NC DOT will be reconstructing the curb and sidewalk area at the corner of the lot as part of their paving project in town.

Mr. Gantt said NC DOT will also be repaving Dickerson Street from Fremont Street towards Hayes Street sometime soon. The lanes will be restriped in front of Pott's Woodshop, as previously discussed by the board concerning a parking issue in that area along Dickerson Street.

Mr. Gantt and staff continue to evaluate the sidewalk area in front of First National Bank, as previously brought up by the board.

Mr. Gantt informed the board the town did not receive the downtown revitalization grant once again for Dee's Park. He will continue to look at the possibility of adding restroom facilities in the area.

ITEMS FROM ATTORNEY – Zachary Rivenbark, Town Attorney

Attorney Rivenbark stated he had no items for open session, nor closed session.

ITEMS FROM MAYOR AND BOARD OF COMMISSIONERS

Speed reduction consideration in residential neighborhoods

Mr. Gantt briefly presented the results from the recent survey issued regarding the consideration of reducing the residential neighborhood speed limit to 25 MPH. Commissioner Harrell said he would like to know how many responses were in favor of the reduction and lived in town. Commissioner George said he would like to move forward with reducing the speed limit to 25 MPH in residential neighborhoods. After some discussion, the board decided to leave the survey open for a while longer and for staff to continue encouraging citizen input. This item will be brought back for discussion at the next regular meeting.

Consideration of approval to allow a bench in the cemetery by a family requesting same

Ms. Rivenbark gave the board a written request for placing a bench in the cemetery by a family plot. Commissioner George made a motion to allow the bench to be placed by the family in the Burgaw Cemetery. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

Other items from Mayor and Board of Commissioners

Commissioner Malloy thanked the town for the support of the Juneteenth Celebration.

Commissioner Harrell asked Ms. Pope for a 13-month billing report. Ms. Pope will work on this request.

Commissioner Harrell advised the Downtown Association will meet Thursday, July 13, 2023 at 5:30 PM at Burgaw Antiqueplace if any of the board members are interested in attending.

Commissioner George thanked the town and staff for the recent activities. He enjoy attending the July Fourth parade. He added that he is proud of the new Burgaw Town Center facility.

Commissioner Robbins requested staff reach out to NC DOT about replacing the city limit sign on Penderlea Highway due to the fading and age of the sign. Mr. Gantt will see about getting this replaced with NC DOT.

Mayor Dawson thanked the staff for their efforts in getting the new building completed.

ADJOURNMENT

Commissioner Harrell made a motion to adjourn. The motion was seconded by Commissioner George and carried by unanimous vote.

The meeting was adjourned at 6:45 PM.

G. Olivia Dawson, Mayor

Attest: _____
Kristin J. Wells, Town Clerk

ORDINANCE 2023-25

AMENDING FISCAL YEAR 2023-2024 ANNUAL BUDGET Increasing Revenues and Expenditures

WHEREAS, the Town of Burgaw Board of Commissioners passed an ordinance adopting a budget for FY 2023-2024 on June 6, 2022; and

WHEREAS, the Town of Burgaw Board of Commissioners committed fund balance for the purpose of funding Fire Department expenses in June 2012; and

WHEREAS, the purchase of Challenge Coins for sale as a fundraiser has been requested by the Fire Department; and

WHEREAS, a general fund fund balance appropriation is needed to authorize these Fire Department expenses in FY 23-24.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN OF BURGAW BOARD OF COMMISSIONERS THAT:

The FY 2023-2024 budget be altered to reflect the following changes:

INCREASE BUDGETED REVENUE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
10-3900-00-900	Fund Balance Appropriation	\$ 1,535

INCREASE BUDGETED EXPENDITURE

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
10-5300-10-330	Firemen's Supplies	\$ 1,535

Adopted this the 8th day of August 2023.

Attest: _____
Kristin J. Wells, Town Clerk

Signed: _____
G. Olivia Dawson, Mayor



QUESTIONS? EMAIL US TODAY
info@signaturecoins.com

SPEAK WITH A REPRESENTATIVE
+1 800-953-3607

FRONT

Brent Stophel

BACK



3D

- ☐ Epoxy
- ☐ Dual Plating
- ☐ Offset Printed
- ☐ Sequential Numbering
- ☐ Sequential Edge Engraving
- ☐ Custom Engraving
- ☐ Custom Edge Engraving
- ☐ Cutouts
- ☐ Silkscreen
- ☐ Glow in the Dark
- ☐ Spinner
- ☐ Translucent Colors

PROOF 9

- ☐ Raised Antique Silver Metal
- ☐ Recessed Antique Silver Metal

FRONT

BACK

- ☐ WHITE
- ☐ BLACK
- ☐ 108 C
- ☐ 2738 C
- ☐ 186 C

☐ NONE

EXTRAS

☐ NONE☐ UV 3D

Colors: 5

Colors: 0

EDGE: FLAT

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AGENDA ITEM SUMMARY SHEET

Board of Commissioners Meeting

August 8, 2023 at 4:30 PM

ORGANIZATION: Burgaw Now

ITEM TITLE: Burgaw Now – Street Closure Request

SUMMARY:

Burgaw Now is requesting street closures on Courthouse Ave to conduct the Own Your Own restaurant contest. More information on times and dates will be brought forward by the organization at the meeting.

**** Our department is requesting that the board only close the road per the organization meeting the requirements of the Pender County Health Department. ****

RECOMMENDATION:

ATTACHMENT(S):

None

DISCUSSION/MOTION:



AGENDA ITEM SUMMARY SHEET

Board of Commissioners Meeting

August 8, 2023 at 4:30 PM

ORGANIZATION: Pender United

ITEM TITLE: Pender United – Street Closure Request

SUMMARY:

Street closure request related to the Pender United Community Day event as described in the special event application.

RECOMMENDATION:

ATTACHMENT(S):

Special Event Application

DISCUSSION/MOTION:



SPECIAL EVENT PERMIT APPLICATION

Item 4.

PLEASE TAKE TIME TO REVIEW THE SPECIAL EVENT PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

The Town of Burgaw is proud to have its residents and visitors host a multitude of community events in order to improve the quality of life and contribute to the economic vitality of the Town. The following pages include the Town of Burgaw's Special Events Permit Application and accompanying instructions developed to guide you through the permit process.

A Special Events Permit Application can be printed online or picked up at and submitted to:

Attn: Cody Suggs
Parks & Recreation Department
Town of Burgaw
109 N. Walker St.
Burgaw, NC 28452

For more information please contact (910) 300-6401 or csuggs@burgawnc.gov. On behalf of the Town of Burgaw we thank you for contributing to the vitality of our community and offer you best wishes for a successful event.

THERE ARE NO SHORTCUTS TO THE PROCESSING OF A SPECIAL EVENTS PERMIT APPLICATION. PLEASE ALLOW A MINIMUM OF THIRTY (30) DAYS FOR THE PROCESSING OF THE SPECIAL EVENTS PERMIT APPLICATION.

A completed application must have all applicable sections of the application complete and must include a detailed map of the event layout. Any application that is submitted without a map of the event layout will be deemed incomplete and returned to the applicant.

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TOWN OF BURGAW SPECIAL EVENT PERMIT APPLICATION 2 of 10

Completed Special Events Permit Applications must be received no later than thirty (30) days prior to the event start date and may be submitted as early as six (6) months prior to the event start date. In general, any organized activity involving the use of, or having impact upon public property, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities and residents surrounding the events.

PERMIT APPLICATION PROCESS

The Permit Application Process begins when the Event Organizer submits a completed Special Events Permit Application. During the initial application screening process, you will be allowed time to provide all pending documents (e.g. Liability Insurance, secondary permits, etc.). Upon receipt of your completed Permit Application, a representative from the Town will contact you.

A completed application must have all applicable sections of the application complete and include a detailed map of the event layout. Any application that is submitted without a map of the event layout will be deemed incomplete and returned to the applicant.

Your Town Liaison will distribute, for review, copies of your Permit Application to all Town Departments affected by your event. You may be contacted individually by these departments only if they have specific questions or concerns about your event. Please be aware that in some cases you may need to contact federal, state or county agencies in addition to the Town of Burgaw.

Throughout the Permit Application Process, you will be notified if your event requires any additional information, permits, licenses or insurance. Delays in providing the requested items often delay the ability to finish the Permit Application Process and approve a Permit Application in a timely manner and could result in denial of the application.

Note: Keep in mind that acceptance of your Permit Application should in no way be construed as final approval or confirmation of your Permit Application.

TOWN OF BURGAW SPECIAL EVENT PERMIT APPLICATION 3 of 10

Host Organization*

Host Organization is the organization accepting all financial responsibility for the event and provides the required insurance.

Organization Name: Pender United, Inc.

Type of Organization: Corporation LLC **(Non-Profit)** (Non-Profit must provide copy of determination letter)

Mailing Address: P.O. Box 1789, Burgaw, NC 28425
(Street Address) (City) (State) (Zip)

Physical Address: 206 S. Wright Street, Suite B, Burgaw, NC 28425 (If different) (Street Address) (City) (State) (Zip)

Primary Phone Number: (910-663-9165) Fax Number: ()

Website Address: http://

Event Organizer*

Event Organizer is the applicant given authorization by the host organization to apply for the Special Event Permit.

Name: Jacqueline McLeod Title: Community Organizer

Mailing Address: P.O. Box 1789, Burgaw, NC 28425
(Street Address) (City) (State) (Zip)

Phone Number: (910-663-9165) Cell Phone Number: (910-233-9972)

E-Mail address: ms.mcleod.penderunited@gmail.com

On-Site Contact

Contact information for the person who will be on-site and will be the primary contact on the day(s) of the event.

Name: Darlene Adams Title: Executive Director

Check if same as above for Event Organizer or Secondary Organizer

Phone Number: (910-663-9165) Cell Phone Number: (910-231-7070)

E-Mail address: penderunited@gmail.com

Only those authorized as event organizer and secondary organizer will be able to make changes to the application.

TOWN OF BURGAW SPECIAL EVENT PERMIT APPLICATION 4 of 10

***REQUIRED INFORMATION. Please complete entire section.**

Event Details*

Event Name: **Community Day on the Square**

Type of Event: 5k or 10k Runs Bike Races Block Party Celebration Ceremony Concert

Festival Fundraiser

Farmers Market Marathon Half-Marathon Parade

Procession Street Fair Walkathons Car Show

Detailed Event Description (50-Word **Minimum**): Pender United will have resources available for distribution to community. Information on Hurricane Preparedness, Real ID, Mental Health, local agencies providing information on the services they provide, live music, individuals speaking on relevant topics

Semi trucks, Motorcycles and cars on display

Is this an annual event? (Yes)

Is this a multi-day event? (No) If so, how many days?

Is there an admission fee? (No) If yes, please include admission fee(s) \$ none

What is the anticipated attendance? Overall: Daily: Previous year's

attendance (if applicable): Overall: Daily: 150

Event Set-Up & Tear-Down*

If you will be utilizing street closures, please refer to the next section to provide all street closure information.

How many days will your organization require to: Set-Up:_Tear Down: one

Event Set-Up Date:_Event Set-Up Time:_ Saturday, September 30, 2023, 8:00 am

Event Start Date:_Event Start Time:_ Saturday, September 30, 10:00 am

Event End Date:_Event End Time:_ Saturday September 30, 8:00 pm

Event Tear-Down Date:_Event Tear-Down Time: Saturday, September 30, 9:00 pm

TOWN OF BURGAW SPECIAL EVENT PERMIT APPLICATION 5 of 10

If your event is a multi-day event, please complete the following information for each separate date. Space is provided for five (5) additional entries. If your event is longer than five (5) days, please attach an additional sheet of paper with the requested information.

Additional Day One:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM

Event End Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:

to

Additional Day Two:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM Event End
Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:_to

Additional Day Three:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM Event End
Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:_to

Additional Day Four:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM Event End
Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:_to

Additional Day Five:

Event Set-Up Date:_Event Set-Up Time:_to Event Start Date:_Event Start Time:_AM/PM Event End
Date:_Event End Time:_AM/PM Event Tear-Down Date:_Event Tear-Down Time:_to

TOWN OF BURGAW SPECIAL EVENT PERMIT APPLICATION 6 of 10

Closure Start Date:_Closure Start Time:_AM/PM Saturday, September 30, 2023 9 am

Closure End Date:_Closure End Time:_AM/PM Saturday, September 30, 2023 8 pm

Please list the streets, from intersection to intersection, which will be closed for your event. Space is provided for up to five (5) entries. If you need more space please attach an additional sheet of paper with the requested information. Your Site Plan/Map must show all streets, street closures, and must include a designated 12-foot wide emergency lane.

1) Street Name: Wright Street from Courthouse Avenue to Fremont Street

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

2) Street Name: Fremont Street from Wright Street to Walker Street

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

3) Street Name: From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

4) Street Name: From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

5) Street Name: From (cross street):

To (cross street):

Type of Closure: Street Closure Sidewalk Closure Lane Closure

TOWN OF BURGAW SPECIAL EVENT PERMIT APPLICATION 7 of 10

Venue Details*

Venue Name: Courthouse Square, Burgaw, NC

Venue Address:

(Street Address) (City) (State) (Zip)

Venue Description (Please attach your Site Plan/Map to your Application Packet):

Staging Details*

The following items will be used at the event (Please mark all that apply):

Amplified Music Bleacher(s) Dance Floor(s) Live Entertainment* Jumper Loud Speaker(s)

Microphone(s) Disk Jockey (DJ) Moving Vehicles (Including golf carts)

Stage(s) Number & Size: 1 stage

Do you need power on the square or at the depot? **Yes**

Provide by:

EZ Up Number & Size: **10 to 15 10x10**

Canopy Number & Size:

Please indicate location of EZ Ups/canopies and size on Site Plan/Map.

Other:

*If Live Entertainment is selected, please describe:

Saxophonist and DJ playing music

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map with Legend. Use of the above items may require the Event Organizer to meet Fire Department, ADA regulations, and insurance requirements.

Note: All formal request to use the court house square for an event should be made through Pender County Government.

Note: All formal request to use the Burgaw Community House/Train Depot for events at a rate beyond the already agreed upon rate, must go before the Burgaw Town Commissioners for approval.

TOWN OF BURGAW SPECIAL EVENT PERMIT APPLICATION 8 of 10

Event Organizer must obtain a health permit for the event including all food providers. If alcoholic beverages will be provided or sold at the event, an ABC Permit is required. ABC Permit application must be submitted to the Town for approval a minimum of 10 days prior to the event. Police services may be required.

Event will include the following (Please mark all that apply): Water, pre-packaged foods

Alcoholic Beverages Non-Profit Food Vendors Pot Luck Items Professional Catering

Pre-Packaged Food/Beverage Items Retails Food Vendors

Restroom Facility Details*

Some events will require the presence of portable restrooms and/or hand-washing stations. Use of these items will require the Event Organizer to meet ADA regulations. Please contact your rental company for attendance to restroom ratios. Please indicate location(s) on your Site Plan/Map.

Will Event Organizer provide portable restroom facilities? Yes

SECTION VII – SITE PLAN/MAP INSTRUCTIONS

All site plans/maps must be submitted using 8 ½" x 11" or 8 ½" x 14" white paper. **All applicants are required to submit a detailed Site Plan/Map.**

Item 4.

Site plans/maps must also include a key showing the use of symbols for people, vehicles, first aid station(s), cooking station(s), food tables, stage(s), platform(s), barricades, 12-foot fire lane, etc.

If using Computer Assisted Generation (CAG) for the site plan/map please ensure the use of Arial Fonts no smaller than size 10.

SECTION VIII – MISCELLANEOUS

Animals

If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations.

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? No If yes, please list type of animal(s): n/a

If so, please indicate the location of the animals on the Site Plan/Map. Additional permitting may be required.

TOWN OF BURGAW SPECIAL EVENT PERMIT APPLICATION 9 of 10

INSURANCE

Host Organization and/or Event Organizer must provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, \$2,000,000 aggregate AND \$1,000,000 Auto Liability if the event includes any moving vehicles including golf carts AND an additional insured endorsement naming the Town of Burgaw, its officers, employees and agents' as additional insured. \$1,000,000 Liquor Liability if the event is selling alcohol. \$1,000,000 Liquor Host if the event is distributing alcohol at no charge. All vendors participating in the event and service providers must provide insurance as well as all contracted services for the event i.e. Security services, rentals, traffic management, etc. **This document must be submitted no later than fifteen (10) days prior to the event start date**

SECTION IX - INDEMNIFICATION AGREEMENT

Host Organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

to be held on_

Event Name Event Date(s) **Community Day** September 30, 2023

by_of _ Event Organizer/Primary Applicant Host Organization

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the Town of Burgaw, and the Town of Burgaw's employees, managers, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the Town.

Print Name Title Jacqueline McLeod, Community Organizer

Signature Date *Jacqueline McLeod, July 27, 2023*

For Office Use Only

Approved: _____ Not Approved: _____ Parks &

Recreation Director Date



DEPARTMENT ITEM SUMMARY SHEET

Board of Commissioners Meeting

August 8, 2023 at 4:30 PM

DEPARTMENT: Parks, Recreation & Tourism

PRESENTER: Cody Suggs, Director

ITEM TITLE: Autumn Fest – Street Closure Request

SUMMARY:

The Parks, Recreation and Tourism Department is requesting further street closures for Autumn Fest on October 21st. Our department is requesting closure of the remaining portion of Wright Street between HWY 53 and Courthouse Ave between the hours of 6:30am-6:00pm. Our department has visited all businesses along this block for notification. All were in favor of the closure except one. Further discussion will be brought forward at the next meeting.

RECOMMENDATION:

ATTACHMENT(S):

None

DISCUSSION/MOTION:



AGENDA ITEM SUMMARY SHEET

Board of Commissioners Meeting

August 8, 2023 at 4:30 PM

PRESENTER: Mayor & Board of Commissioners

ITEM TITLE: Speed Limit Survey Discussion

SUMMARY:

Results of the speed limit survey will be presented and discussed during the meeting.

RECOMMENDATION:

ATTACHMENT(S):

None

DISCUSSION/MOTION: