ORIGINAL

BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES **May 5, 2026**

Planning Board Members Present:

Scott Milligan, Chairman
Jonas Williams, Member
Kimberly Ganey-Phillips, Member
Theresa Heath, Member
Joe Cranford, Member

Planning Board Members Absent:

Joe Boyd, Vice Chairman
Dean St. John, Member

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Chad Staradumsky, Town Planner

Others Present to Address the Board:

None

ITEM #1 & 2 – CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Scott Milligan called the Planning Board Regular Meeting held at the temporary location at Brunswick Community College to order at 6:00 p.m., welcomed all, followed by the Pledge of Allegiance to the Flag. A quorum was present.

ACTION – Mrs. Theresa Heath **MADE THE MOTION** to excuse board members, Vice Chairman Joe Boyd, and Mr. Dean St. John. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #3 – APPROVAL OF AGENDA

Discussion ensued over if we wanted to change the date of the Election of Chairman and Vice Chairman, since two board members were absent. Discussion ensued, the board decided to move forward with the election on the agenda.

ACTION – Mr. Jonas Williams **MADE THE MOTION** to approve the Agenda. Mr. Joe Cranford **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #4 – APPROVAL OF MINUTES

ACTION – Mr. Jonas Williams **MADE THE MOTION** to approve the April 14, 2026 Regular Meeting Minutes. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – OLD BUSINESS

a. ZTA2026-01 Review and Approval Procedures (Article 9) Discussion

Town Planner Chad Staradumsky directed the board to Section 9.1, which we covered at the last meeting, so he could share the edits that the board requested. The word "shall" was added. Page 18, question as to whether we could extend the time period for a Certificate of Zoning Compliance (CZC) if there is a stoppage. Mr. Staradumsky discussed the options on extending a CZC. Discussion ensued over having two years for the CZC to be completed instead of one year. Town Manager Athina Williams commented that she was in favor of the two years, as sometimes there are extenuating circumstances. Chad Staradumsky described how the site plans have their own wording, and this language is particularly for Certificates of Zoning Compliance. Chairman Scott Milligan opined that two years is probably long enough, without adding an extension. The board agreed on the two-year period for the Certificates of Zoning Compliance.

Mr. Staradumsky directed the board to turn to Page 19, Section 9.1.6, and shared that before we start the new section, he wanted to go over the changes that were requested at the last meeting. We had a comment about the language on 2f. The board also questioned the wording 'circulation design.' The board suggested adding the word "flow" which would clarify this language. On Page 7 of 63, there was a spelling change, and we added the word "site."

In Section 9.2, the strikeout language (indicating revisions in red) was moved to another section. We discussed the complete application under the submittal and review requirements. Mr. Staradumsky explained we added a list of what should be on each submittal, and what happens if the paperwork is not in compliance. Under #6, we added that staff may require a Technical Review Committee (TRC) Meeting. We also discussed the difference between ***Minor and Major Review Procedures.*** For a Special Use Permit application, there would be a staff review, then TRC (we would remove the Planning Board) and the BOC would have the final decision. Chad Staradumsky described what qualifies as a ***Major Site Development Plan.***

Town Manager Athina Williams asked to go back to the ***Minor Site*** development plan. She would like to remove the subjectivity and would like us to add some points which would eliminate the staff deciding who should be referred to the TRC. This puts staff in a precarious position. Chairman Milligan asked for an illustration of what requires a TRC Meeting. Mr. Staradumsky described these four items which are considered ***Minor Site Plan***: (1) residential development, such as a single-family development, (2) multi-family development, with less than 40 dwelling units, (3) a non-residential development project of less than 15,000 feet, or (4) an accessory structure. The board discussed the difference between ***Major and Minor developments***, contemplating that two of the items should normally not require TRC approval. Chairman Milligan agreed some language is needed to prevent staff from making this decision.

Accessory structures would not need TRC review, or a single-family home. The other two items would probably require TRC approval. After discussion ensued, Chad redefined the wording. Any multi-family structure, and any non-residential structure will require a TRC Meeting. The Board agreed that the new language is more subjective. It standardizes the process and eliminates personal bias from the decision.

The next four sections cover Submittal requirements (Section 9.8) ***Special Use Permits***

Chairman Milligan stated it is taking us "the Planning Board" out of the loop. Permits for Variances will be reviewed by the Board of Adjustment. The ordinance describes the formula for a majority. Mr. Staradumsky discussed **Tables 9.4.1 and 9.4.2**, and detailed what happens if the application is denied, and how long the applicant will have to appeal. Chad also surmised the difference between an appeal and a variance. Chad gave an example of wording such as an 'unreasonable use of the land' is a better explanation than a 'hardship.' If the house is too large for the lot, it can be an unreasonable use of the land, however the land could still be utilized if they put a different size house on it.

Vice Chairman Joe Boyd had emailed some comments regarding tables which Chad Staradumsky shared with the board. One was moving the Zoning Administrator column of **Table 9.4.1 Review Procedures** to the left side, as most of the decisions are made by the Administrator. Chairman Milligan agreed that suggestion should be completed.

Town Manager only remembers one appeal in the past 20 years, which involved lot access from an adjoining property to an apartment complex.

Section 9.3 (section was moved from 9.2) map amendments.

The main difference in this section, ***Rezonings*** will require advertisement by a site sign. It also points to who can request or initiate an amendment. This section also mentions the new wording 'downzoning' that is currently in the regulations. Public hearing requirements are in there, and there is a time period required. The board discussed taking out a half-page ad, rather than mailed notices if the abutting properties amount to more than 50 people. The board opined that the mailings would be cheaper.

Town Manager Williams suggested we increase our fees, to cover the cost of the signs and some of the other costs we incur. Zoning map amendments, period for resubmittals and withdrawing an application, were also included in the revised text.

ITEM #6 – NEW BUSINESS

a. Election of 2026/2027 Planning Board Officers, Chairman and Vice Chairman.

Chairman Scott Milligan asked the board to complete their ballots for the position of Chairman. Town Manager Athina Williams reminded them they can vote for someone who is not present. Town Planner, Chad Staradumsky collected the ballots and Town Clerk Sharon Niemann tallied the results. Scott Milligan received five votes, and there were no other ballots.

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Town Clerk Sharon Niemann asked the board to complete their ballots for the position of Vice Chairman. Planner, Chad Staradumsky collected the ballots, and Sharon Niemann, tallied the results. Mr. Joe Boyd received five votes for Vice Chairman, and there were no other votes. Both Chairman Scott Milligan, and Vice Chairman Joe Boyd will continue in their positions for a one-year term ending in May 2027. Chairman Scott Milligan decided they would be sworn in at the next meeting, since Vice Chairman Joe Boyd was not present.

Town Manager commented that Chad Staradumsky is doing a good job. She invited everyone to Founders Day. She informed the Board that we sent out the Request for Letters of Interest for Engineering Design of our transportation projects. The Riverwalk Extension project is going well, and we are trying to finish it by June 30th.

ACTION – Mrs. Kimberly Ganey-Phillips **MADE THE MOTION** to adjourn. Mrs. Theresa Heath **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Minutes Compiled by Sharon A. Niemann

SIGNED:

Scott Milligan

Scott Milligan, Chairman

ATTEST:

Sharon A. Niemann

Sharon A. Niemann, Town Clerk

TOWN OF BELVILLE CORPORATE SEAL NORTH CAROLINA