ORIGINAL

BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES June 2, 2026

Planning Board Members Present:

Scott Milligan, Chairman
Joe Boyd, Vice Chairman
Kimberly Ganey-Phillips, Member
Theresa Heath, Member
Dean St. John, Member
Jonas Williams, Member
Joe Cranford, Member

Planning Board Members Absent:

None

Staff Present:

Brenda L. Williams, Deputy Town Clerk
Chad Staradumsky, Planner
Athina Williams, Town Manager
Lee Alexander, Commissioner

Others Present To Address The Board:

None

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

Ms. Brenda L. Williams, Deputy Town Clerk, administered the Oath of Office to Mr. Scott Milligan, Chairman and Mr. Joe Boyd, Vice Chairman prior to the meeting being called to order.

Mr. Scott Milligan, Chairman called the June 2, 2026, Planning Board Regular Meeting held at the temporary location at Brunswick Community College to order at 6:00pm; followed by the Pledge of Allegiance led by Chairman Milligan.

A quorum was present.

ITEM # 3 - APPROVAL OF AGENDA

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

ITEM # 4 - APPROVAL OF MINUTES

Mr. Scott Milligan mentioned to the Board Members he discovered a minor discrepancy in the May 5, 2026, Planning Board Regular Meeting minutes in which he contacted the Town Clerk, Sharon Niemann to modify prior to this meeting.

ACTION – Ms. Theresa Heath **MADE THE MOTION** to approve the May 5, 2026, Planning Board 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

Mr. Chad Staradumsky, Town Planner, informed the Board Members that per Mr. Joe Boyd's emailed suggestion, a new copy of the revisions for Article 9 was being presented to the Board Members for this meeting to review for further discussion and proposed text amendments.

Mr. Staradumsky said the sections now contain sentences that were revised to satisfy previous comments and recommendations from the Planning Board Members.

Sections 9.1.4 Zoning development permits shall be void after two (2) years from the date of issue if the use has not commenced.

Section 9.1.6
2.f. A revision to the entry and internal traffic flow design.

Mr. Milligan paused to thank Mr. Boyd for submitting his recommendations via email.

Section 9.2.1 6. Minor Site Plan Review Procedure:
a. The Town Manager or Zoning Administrator shall review the minor site plan and shall require a Technical Review Procedure for the following submittals:
1. Multi Family Development of less than 40 dwelling units.
2. Nonresidential development projects less than 15,000 square feet.

Mr. Boyd suggested that the statement containing Single Family Development may need to be revisited, possibly a strike-through; amending the language of subdivision versus development. A discussion ensued to determine a solution for agreeable language which resulted in removing Section *9.2.1 - 2.a. Residential development such as single-family development*

Mr. Staradumsky continued the review discussion with explaining *Section 9.4.1 Review Procedures Summary* Table which now reflects the rearrangement of the Zoning Administrator in the review process. For section 9.4.2, the Board Members suggested that the "X" should be removed from the table since it did not represent any significate item on the table.

Phase II of the amendment review, Mr. Staradumsky guided the Board Members towards a new discussion located in Section 9.5 former section Certificate of Zoning Compliance which will now be known as Site Plan Requirements. The language has not been deleted however it has been relocated to Zoning Development Permits. Mr. Milligan suggested that the diagram flow chart be added to the application if it is to be removed from the Ordinance. Mr. Staradumsky said he would continue to work to streamline the diagram to satisfy the suggested comments. Site Plan Requirements have now been detailed in the *9.5.1 Submission Requirements* table.

Mr. Boyd asked if the *Final Plat* and *Preliminary Plat* columns could be reversed on the *Section 9.5.1* Submission Table. Mr. Staradumsky responded that these revisions could be changed

Mr. Jonas Williams asked for clarification of Minor approvals in *Section 9.5.1. page 48 of 63* in the Site Plan Requirements referencing engineering data. Mr. Staradumsky responded that the differentiation is explained on *page 50 of 63* at the bottom of the table. *[1] Only required where prepared by a licensed professional.* Mr. Milligan suggested the explanation to Mr. Williams question should be listed closer to the page where the item is located. The Board Members agreed and Mr. Staradumsky said he will make this change to satisfy the suggestion.

Section 9.6 will be RESERVED for future use.

Mr. Staradumsky said *Section 9.7* Vested Rights discusses the new language for establishing the review of the procedure. He stated that he will verify with Norwood Blanchard about the sufficient language. Mr. Staradumsky state he is not making any recommendations to change *Section 9.8.*

Finally, the requested Black and White copy was presented to the Board Members without the strikethroughs, highlighted areas and red lines; which included the new or modified language for easier identification.

ITEM # 6 – NEW BUSINESS

a. July Training Opportunities

Mr. Staradumsky reminded the Board Members that Daniel Adams from the Cape Fear Council of Governments will be present at the next Planning Board meeting to facilitate the Training Session.

Ms. Athina Williams pointed out edits that needs to be made to Article 9. Ms. Williams also mentioned the upcoming events for the town. She asked the Members to review the email that was sent from Adrienne Harrington referring to the Safe Street Action Plan.

ITEM # 7 - ADJOURNMENT

ACTION – Mr. Jonas Williams **MADE THE MOTION** to adjourn the meeting. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES June 2, 2026

Minutes Compiled by Brenda L. Williams

SIGNED:

Scott Milligan

Scott Milligan, Chairman

ATTEST:

Brenda L. Williams

Brenda L. Williams, Deputy Town Clerk

TOWN OF BELVILLE
CORPORATE
SEAL
NORTH CAROLINA