BELVILLE PLANNING BOARD
SPECIAL MEETING MINUTES October 19, 2023

Planning Board Members Present:

Scott Milligan, Chairman
Jonas Williams, Member
Kimberly Ganey-Phillips, Member
Dean St. John, Member
Cheryl Jefferson Page, Member

Planning Board Members Absent:

Joe Boyd, Vice Chairman
Theresa Heath, Member

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Alex Lipinski, Planning Consultant, McGill & Associates

Others Present to address the Board:

Jim Cirello, Paramounte Engineering
Tim Clinkscales, Paramounte Engineering

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

Chairman Scott Milligan called the Planning Board Special Meeting to order at 6:30 p.m. A quorum was present. Chairman Milligan led the Pledge of Allegiance to the Flag.

ITEM # 3 - APPROVAL OF AGENDA

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

ITEM #4 – APPROVAL OF THE MINUTES

ACTION – Mr. Dean St. John **MADE THE MOTION** to approve the September 12, 2023 Regular Meeting Minutes. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ACTION – Mr. Jonas Williams **MADE THE MOTION** to excuse member Mrs. Theresa Heath and Joe Boyd, Vice Chairman. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – PUBLIC HEARING

a. Public hearing is for the purpose of consideration and action on a preliminary plat and site plan application from Clarendon Properties for the property located at Waterford Business Center Way and Gregory Road, parcel # 047000351

ACTION – Mrs. Cheryl Jefferson Page **MADE THE MOTION** to Open the Public Hearing. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Chairman Scott Milligan recognized Town Manager Athina Williams to state the purpose of the hearing. Town Manager Athina Williams stated that we are reviewing the preliminary plat and site plan application from Clarendon Properties for property that is located at Waterford Business Center Way and Gregory Road, parcel #0470003516, that was favorably reviewed by the Technical Review Committee on October 3, 2023, and recommended for approval. The Agencies have submitted their comments, and there are a few items that need to be resolved. She also noted that an agent authorization form has been signed, so the agent is able to speak on behalf of the owner.

Chairman Scott Milligan recognized the agent, Jim Cirello from Paramounte Engineering. Mr. Cirello commented that a few concerns were raised at the TRC meeting, and he has submitted a new plan set today, with his final comments. Regarding the forcemain easement, the back corner easement may appear like it is crossing the line, but the final draft will be in the confines of the forcemain. Mr. Bob Walker of H2GO has already met with the applicant and will meet with the applicant again to discuss access to the pump station, and we will work with him. Mr. Clinkscales, an engineer from Paramounte Engineering, replied that we will replace two of the proposed designated parking spaces with a curb so H2GO will have access to the pump station.

Planning Consultant Alex Lipinski mentioned that if these two parking spaces are struck, we would be two spaces short of the parking required. Mr. Cirello confirmed that they have already come up with a new placement. Mr. Lipinski also questioned where the handicapped sign would be installed. Mr. Cirello commented it would be behind the sidewalk. Mr. Cirello shared a slide with a draft of the new parking spaces.

The board questioned if Buildings 1 & 2 were too close to the pond bank. Mr. Clinkscales opined that the pond bank would not have to be re-graded. The pond will be permitted through H2GO and the state. Mr. Clinkscales also answered some questions about the spillway, watermain, and lighting. Discussion ensued.

Chairman Scott Milligan asked if there was anyone present who wished to comment on the application. There was no one present who wished to speak.

ACTION – Mrs. Cheryl Jefferson Page **MADE THE MOTION** to conclude the Public Hearing. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ACTION – Mr. Jonas Williams **MADE THE MOTION** to approve the preliminary plat and site plan application with the parking adjustments mentioned earlier. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #6 – NEW BUSINESS

a. 2024 Regular Meeting Calendar

The Planning Board reviewed the proposed 2024 Regular Meeting Calendar dates. Discussion ensued, and three dates were changed. The June date was corrected to Tuesday, June 4, 2024. The July and December dates were moved to the second Tuesday, to avoid conflict with holiday weekends.

ACTION – Mrs. Cheryl Jefferson Page **MADE THE MOTION** to adjourn. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Minutes Compiled by Sharon A. Niemann

SIGNED:

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Scott Milligan, Chairman

ATTEST:

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Sharon A. Niemann, Town Clerk