



**BELVILLE PLANNING BOARD
REGULAR MEETING**

MINUTES

February 6, 2024

Planning Board Members Present:

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

Planning Board Members Absent:

None

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Karen Mallo, Planning Consultant (via telecommunications)

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

Chairman Scott Milligan called the Planning Board Regular Meeting to order at 6:37p.m. A quorum was present. Chairman Milligan led the Pledge of Allegiance to the Flag.

ITEM #3 – APPROVAL OF AGENDA

ACTION – Vice Chairman Joe Boyd **MADE THE MOTION** to approve the Agenda. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #4 – APPROVAL OF MINUTES

ACTION - Mr. Jonas Williams **MADE THE MOTION** to approve the January 23, 2024, Special Meeting Minutes. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – OLD BUSINESS

a. Discussion on Article 10 – Landscaping and Tree Protection

Town Manager Athina Williams addressed the board, informing them of Planning Consultant Liza Monroe's departure, and introducing Planning Consultant Karen Mallo, who joined via telecommunications and who is also with WithersRavenel, Consultant Mallo edited the draft from our last meeting, after reviewing the video and notes.

Karen Mallo referred to the revised draft text amendment for Buffer requirements which was handed out at the meeting, and defined buffers and opacity. Karen also explained that buffers are needed to protect



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residential properties. After reviewing why we are clarifying the language, Karen addressed some of the edits the board requested at the previous meeting. Consultant Mallo also indicated that preserving the existing vegetation is environmentally preferred, if at all possible. Section 10.2.2.6.B refers to who will enforce and maintain the ordinance. While we initially looked at the R10 and R15 districts, we could expand this for the other zones, if desired. Discussion ensued. We also added language so if the buffer cannot be in the normal location separating the lots, the Town Manager can make the decision to put the buffer in a different location or require an alternate width.

The suggested text amendments were thoroughly explained, accompanied by diagrams to further the board's understanding of 50%, 75% and 90% screening (or opacity). Vice Chairman Joe Boyd and Mr. Dean St. John agreed that the diagrams are phenomenal, very helpful visuals. The Board agreed that Option 2 is preferred over Option 1. They also agreed that the Town Manager should be able to make decisions, which are now clarified. After 2 years, if the buffer has not reached the required opacity, the owner would be responsible for adding more vegetation. Ms. Mallo also described how you can measure opacity using a computer. She also explained the chart with buffer requirements for each zoning district. Chairman Scott Milligan opined that this is a great idea. Ms. Mallo thought a footnote might be the best idea for this process.

Town Manager Athina Williams asked about the size of the tree(s) at planting. Canopy, deciduous and understory trees are outlined in #8 at planting. She also asked about substituting trees if a certain type was scarce and hard to acquire. Ms. Mallo will add text to address this occurrence.

The board suggested that Consultant Mallo add the overlay districts to the chart and text, as these will be important in future expansion. Also, we will add buffers between the multi-family (MF) and Manufactured Housing (MH) zoning districts, if there is no existing buffer. Vice Chairman Joe Boyd mentioned that there should be a 'B' in chart instead of an 'A'.

The Board tasked the staff with having a Final Draft ready at the next meeting.

b. FY 2024-2025 Draft Work Plan

Town Manager Athina Williams communicated that we are working on the FY 2024/2025 Work Plan and will update the board on how much they have accomplished. She is reviewing an application for a Wall sign and realized that the measurements were not specified in every zoning district. This is an example of something that should be added to the Work Plan. We will also add reviewing the Buffer Ordinance in about 6-9 months, to make sure we have addressed all new issues.

ITEM #6 – NEW BUSINESS

a. Transportation Update

Town Manager Athina Williams explained that the WMPO approved an application to apply Federal funding which will include a toll option, and it passed by an 8 to 5 vote. Brunswick County has also submitted a Transportation Plan, however, which will be forwarded to the board. This Thursday at 3:00 p.m. will be getting an update on the Widening project. Chairman Scott Milligan said there is a safety



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concern, which is a pot-hole near where the new pavement meets the old roadway. Town Manager Williams will inform them.

b. Project Update

We received the additional funds from the WMPO for the Multi-use paths, so that project should be starting in March. We have just received some information from CAMA, and hope to start the riverwalk extension in October. In some areas the pylons would need to be 35 to 40 feet deep to reach the limestone.

ITEM #7 – ADJOURNMENT

ACTION – Vice Chairman Joe Boyd **MADE THE MOTION** to Adjourn. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Minutes Compiled by Sharon A. Niemann

SIGNED:

Scott Milligan, Chairman

ATTEST:

Sharon A. Niemann, Town Clerk