



**BELVILLE PLANNING BOARD
REGULAR MEETING**

MINUTES

March 5, 2024

Planning Board Members Present:

Joe Boyd, Vice Chairman
Jonas Williams, Member
Dean St. John, Member
Kimberly Ganey-Phillips, Member
Theresa Heath, Member
Cheryl Jefferson Page, Member (via telecommunications)

Planning Board Members Absent:

Scott Milligan, Chairman

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Greg Feldman, Planning Consultant (via telecommunications)

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

Vice Chairman Joe Boyd called the Planning Board Regular Meeting to order at 6:35 p.m. A quorum was present. Vice Chairman Boyd led the Pledge of Allegiance to the Flag.

ITEM #3 – APPROVAL OF AGENDA

ACTION – Mrs. Theresa Heath **MADE THE MOTION** to excuse Chairman Scott Milligan from the meeting. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ACTION – Mr. Jonas Williams **MADE THE MOTION** to approve the Agenda. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #4 – APPROVAL OF MINUTES

ACTION – Mrs. Kimberly Ganey-Phillips **MADE THE MOTION** to approve the February 6, 2024, Regular Meeting Minutes. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – PRESENTATION

ACTION – Mr. Dean St. John **MADE THE MOTION** to approve Resolution R24-09 A Resolution by the Belville Planning Board Expressing Thanks and Appreciation to Cheryl Jefferson Page for Service and Dedication to the Town of Belville Since 2018. Mrs. Theresa Heath **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**



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Vice Chairman Joe Boyd thanked Cheryl for all her service to the Town, and told Mrs. Page we hate to lose her, and read the Resolution while Mrs. Cheryl Jefferson Page listened online. Town Manager Athina Williams commented on how much we appreciate all Cheryl Jefferson Page has done for the Town, and we commend her for her service.

ITEM #6 – OLD BUSINESS

a. Discussion on Article 10 – Landscaping and Tree Protection

Town Manager Athina Williams informed the board that Greg Feldman from WithersRavenel would be our Planning Consultant for the evening. He has drafted text amendments for Buffer requirements initiated by Karen Mallo at the last meeting. Planning Consultant Feldman provided a presentation highlighting the text amendments that the board previously discussed. which included updating the chart in Section 9.8.2.A to allow the Town Manger to make administrative decision on buffer placement, width and plantings when there are pre-existing conditions or site constraints.

Mr. Feldman also presented the text amendments the board reviewed at the last meeting in section 10.2.1 and 10.2.2.2, and 10.2.2.6.B. regarding plantings, maintenance and enforcement, and the guarantees that the applicant will be responsible for. The zoning code administrator will be responsible for inspecting the buffers to ensure the opacity is as expected after a two-year period.

Planning Consultant Greg Feldman also shared changes to 10.2.2.3 buffer composition requirements which depicted what the screening should look like. Discussion ensued. Vice Chairman Joe Boyd mentioned that the images were exceptional, which was echoed by other board members. The board agreed that the text amendments and images together give us a better understanding of the requirements for landscaping buffers, and are ready to be added to the zoning ordinance.

He briefed the board on the new language requirements that would be required and specified the zoning districts that this would apply to. WithersRavenel had provided graphics detailing what the buffers would look like, and described the opacity. Discussion ensued. Vice Chairman Joe Boyd mentioned that he thought the graphics are exceptional.

ACTION – Mrs. Theresa Heath **MADE THE MOTION** to bring the text amendments on Landscaping and Tree Protection go to a Public Hearing at the April Meeting, and then be recommended to the Board of Commissioners. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

b. FY 2024-2025 Work Plan

Town Manager Athina Williams informed the board that we have officially hired a full-time Planner, Mr. Chad Staradumsky, who is coming to us from Sunset Beach, but who has experience also in Pender County. Some of our goals for this position are to create a GIS database for the Town's properties and keep up with variances and special use permits. Manager Williams also discussed the new software REC DESK that the town has employed, so that citizens can make reservations online. Manager Williams thanked the Planning Board for all they accomplished last year and presented the Work Plan for the upcoming year. If there are no suggested changes, we will present this at the budget workshop meeting on March 21, 2024. Mr. Dean St. John agreed to represent the Planning Board at the Budget workshop



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meeting. Town Manager Williams asked the board to let us know if you have any changes to the priorities in the Work Plan, or any budget items by March 15th.

ITEM #7 – NEW BUSINESS

a. Discussion on Zoning Ordinance Article 12 – Sign Ordinance

Town Manager Athina Williams introduced the topic, letting the board know that we received a sign application in the Central Business District, and realized that we did not have the regulations in our ordinance for that district.

Planning Consultant, Greg Feldman explained why we needed to add the proposed language. Wall sign measurements are typically based on a percentage of the size of the building. We made sure the language was consistent throughout and changed the table to be consistent. Town Manager Athina Williams asked about signs with lighting. Mr. Feldman agreed that we can add criteria for illuminated signs facing residential districts. Vice Chairman Joe Boyd concurred that it is a good idea to look at the lighting, and asked about a mixed-use development, which may have several commercial buildings, or residential tenants on top of the commercial shops. Consultant Greg Feldman explained how the area would determine the size of the sign. He will make sure that wording is clear in the ordinance.

ACTION – Mr. Jonas Williams **MADE THE MOTION** to bring this item regarding signs back at the next Meeting. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Town Manager Athina Williams provided updates on the commercial buildings on Olde Waterford Way. The final plat will be recorded, and we will receive the building plans for those buildings.

ITEM #8 – ADJOURNMENT

ACTION – Mrs. Theresa Heath **MADE THE MOTION** to adjourn the meeting. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Minutes Compiled by Sharon A. Niemann

SIGNED:

Joe Boyd, Vice Chairman

ATTEST:

Sharon A. Niemann, Town Clerk