



**BELVILLE PLANNING BOARD
REGULAR MEETING**

MINUTES

May 7, 2024

Planning Board Members Present:

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

Planning Board Members Absent:

None

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Chad Staradumsky, Planner
Greg Feldman, Planning Consultant (via telecommunications)
Glenn Harbeck, Glenn Harbeck Associates Planning and Public Involvement

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

Chairman Scott Milligan called the Planning Board Regular 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. Jonas Williams **MADE THE MOTION** to approve the Agenda. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #4 – APPROVAL OF MINUTES

ACTION – Vice Chairman Joe Boyd **MADE THE MOTION** to approve the Regular Meeting minutes of April 9, 2024. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – PUBLIC HEARING

The purpose of the public hearing is for reviewing and reporting on text amendments to Article 12 Sign Ordinance regarding the allowance and size of wall signs in Multi-family Zoning Districts.

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



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Planning Consultant Greg Feldman joined via telecommunications to share a presentation on the updated text amendments that the Planning Board has been considering over the last couple meetings. He discussed the number and size allowances for signs in Multi-family Developments. The other consideration the Planning Board thoroughly discussed was illumination of signs. The first allowed sign may not exceed 15% of the building wall area or 150 square feet, whichever is less. The second wall sign may not exceed 10% of the building wall area, or 75 square feet whichever is less. Illuminated signs are restricted to facing downward or shielded to avoid casting light to any point off site. Signs may also be internally illuminated or backlit. Discussion ensued.

There was no one present who wished to speak.

ACTION – Mr. Dean St. John **MADE THE MOTION** to close the Public Hearing. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ACTION - Mr. Jonas Williams **MADE THE MOTION** to recommend adoption of the text amendments to Article 12 of the Sign Ordinance to the Board of Commissioners. Vice Chairman Joe Boyd **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

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

ITEM #6 – NEW BUSINESS

a. Training

1. Glenn Harbeck formerly with the City of Wilmington introduced himself, and informed the Planning Board that he is available, should they require training. He wanted to give us his contact information: Email: Harbeckplan@gmail.com, phone: 910-313-6753, so he could be contacted if training is needed. Chairman Scott Milligan asked Mr. Harbeck to describe what he will be working on with the Board of Commissioners. Mr. Harbeck described how important it is to have policies in place and describes some goals of creating a vision. He will be happy to help the planning board, if they have a need.

2. Training Dates Confirmation – School of Government

Town Manager Athina Williams discussed the Planning and Zoning Regional Training. Five members agreed to come to the in person online training which will be in the Chamber on May 30th.

b. Election

Town Manager Athina Williams asked the board to complete their ballots for the position of Chairman. Town Clerk Sharon Niemann collected the ballots and tallied the results. Scott Milligan received six votes, and Joe Boyd received one vote.

Town Manager Athina Williams asked the board to complete their ballots for the position of Vice Chairman. Planner, Chad Staradumsky opened the ballots. Joe Boyd received six votes and Mr. Jonas



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Williams received one vote. Town Manager Athina Williams swore in Scott Milligan as Chairman and Joe Boyd as Vice Chairman, for a one-year term which will continue until May of 2025.

ITEM #7 – OLD BUSINESS

a. Discussion on Subdivision Ordinance

Town Planner, Chad Staradumsky, gave some background on why we are looking at the Guarantee of Improvements and Reimbursement. Mr. Staradumsky informed the board that the text amendments are suggestions which were derived from review of both the Town of Sunset Beach and Brunswick County. The Guarantee of Improvements from each government are provided as examples. Some towns require performance bonds or a letter of credit or cash security which holds the developer liable until all improvements are made. It also defines a term of one year for the improvements to be made. Mr. Staradumsky asked the board to consider these amendments, and we will go over them at the next meeting. Chairman Scott Milligan noted that when we give a position authority, we typically would include 'The Zoning Administrator or their designee.' Section 503 which was not included in our prior ordinance gives specifics on what happens in the occurrence that there is failure to complete the improvements as agreed upon. This is crucial for enforcement. Planner Chad Staradumsky asked the board to review these text amendments prior to the next meeting.

Town Manager Athina Williams gave an update which communicated the success of Founders Day, noting that Mr. Staradumsky was one of the participants in the dunk tank, and that the community really showed up for this event. She enthusiastically promoted the Food Truck Rodeo which will be at the Belville Riverwalk on Saturday, June 1st.

Chairman Scott Milligan asked for an update on the NCDOT road widening. Town Manager Athina Williams told them we will be getting the update on Thursday, and she will forward it to the Board Members. Chairman Milligan mentioned it is a little harder to travel it as the angle is sharper, and the lighting is not adequate. Town Clerk Sharon Niemann confirmed that a citizen also mentioned that point today. Chairman Milligan agreed that it is a little more difficult to navigate since the direction changed. Town Manager Williams will report this at the progress meeting.

Mr. Dean St. John asked about the Riverwalk progress. Town Manager Williams explained that the engineering team is perfecting the alignment; they will be surveying and will stake the proposed walkway, and the Planning Board will be invited to walk the natural surface trail with us.

ITEM #8 – ADJOURNMENT

ACTION – Mr. Jonas Williams **MADE THE MOTION** to adjourn the meeting. Vice Chairman Joe Boyd **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Minutes Compiled by Sharon A. Niemann



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SIGNED:

Scott Milligan, Chairman

ATTEST:

Sharon A. Niemann, Town Clerk