Belville Planning Board Regular Meeting

Tuesday, December 10, 2024
6:30 pm Commissioners' Chambers
63 River Road
Belville, NC 28451

AGENDA

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES**
   a. November 12, 2024, Regular Meeting Minutes

5. **OLD BUSINESS**
   a. 1st Quarter Planning Priority Conversation
   b. Legislative Update
   c. Project Updates

6. **ADJOURNMENT**

BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES November 12, 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
John Weaver, Member

Planning Board Members Absent:

None

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Chad Staradumsky, Planner

Others Present to Address the Board:
Edwin Burnett, Sr. and Jr. Owner /applicant
Tommy Sheetz, PE, Headwaters Engineering

DRAFT

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, followed by 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 October 1, 2024, Regular Meeting Minutes. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – PUBLIC HEARINGS

a. **PUBLIC HEARING #1**

Town Planner, Chad Staradumsky informed the board that the purpose of the Public Hearing is for the Belville Planning Boards' consideration and action on a preliminary plat and site plan application submitted by Edwin Burnett, ELB Family LP for a proposed subdivision of 10 lots on ± 6.6 acre tract at

600 River Road, further identified as parcel 04BCB00101, currently zoned R10 Residential. Mr. Staradumsky stated that the Owner applicant and engineer are present and also pointed out that staff and the Technical Review Committee (TRC) has reviewed this application for the ten lots, which is being submitted along with 103 boat slips. We have found that the application meets the Subdivision Ordinance, according to Table 5.2 zoning dimensional frontage, and the density requirement 1.6 units per acre.

Mr. Staradumsky continued with this information. At the TRC meeting on October 21, 2024, the application was unanimously approved with clarifications. Since that time, we have received the applicants' roadway letter from NCDOT, and a letter from NCDEQ regarding the street surface material. The Marina will be considered separately, and is provided for reference only, and appears as a gray out' in the application process. Mr. Staradumsky briefed the board that the applicant has also called out the mean high-water line, which the TRC had requested. Mr. Staradumpsky mentioned that the applicant is reviewing the spacing to accommodate our tree planting ordinance and see if the space allows for the specific tree replacement. A Tree Table has been provided and a Traffic Impact Analysis is not required for this project. Discussion ensued.

Chairman Scott Milligan asked about access to the property from NC133, and inquired if there has been a driveway permit? Mr. Staradumsky answered that we do not require it with the preliminary plat, but per our ordinance, it will be required to be obtained before the infrastructure starts.

A question arose regarding the parking and the marina. There are 10 home sites on the property and one slip per lot. Others will be for lease, which would allow for parking. Vice Chairman Joe Boyd stated that we discussed the marina parking in the TRC Meeting, however, the town does not have a requirement for marina parking. It would be considered commercial recreation, which meets the ordinance, one parking spot per two boat slips. Mr. Dean St. John questioned if 42 spaces are enough, and Planner Chad Staradumsky responded, there are also two parking spaces per house, so the minimum has been met.

The applicant, Edwin Burnett thanked the board for their consideration and explained that the ten residential lots are only about 50% of the allowable density. They feel this subdivision will have attractive landscaping to fit the surrounding area. We have added impervious roads, and the two existing ponds will be cleaned out, and maintained. The boat slips are much needed in this area.

Chairman Scott Milligan raised a question about the lighting. Although a lighting plan was not required with the preliminary plat application, the applicant indicated that they anticipate low impact lighting for the marina walkways. The applicant ensured that there will be no gasoline at the marina, as it is residential, with only boat slips.

Town Manager Athina Williams relayed to the board that the applicant has done their due diligence by speaking with the HOA presidents and provided them with information on the project. The applicant specified that there would be 20, 30 and 40-foot boat slips.

ACTION - Vice Chairman Joe Boyd **MADE THE MOTION** to open the Public Hearing. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Chairman Scott Milligan asked if the public would like to comment. There was no one present who wished to speak.

ACTION – Mr. Dean St. John **MADE THE MOTION** to close the Public Hearing. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Chairman Scott Milligan clarified that the Planning Board is the approving body for this decision and asked for a motion.

ACTION – Vice Chairman Joe Boyd **MADE THE MOTION** to approve the preliminary site plan application for the major subdivision as proposed. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Chairman Scott Milligan mentioned that the applicant will also need to apply to CAMA and state stormwater for this project.

b. **PUBLIC HEARING #2**

Town Planner, Chad Staradumsky informed the board of the purpose of the Public Hearing is for reviewing and reporting on proposed text amendments to Subdivision Ordinance 303.31certifications of preliminary plat for major subdivisions and recombination for land in Article 6, and if approved to recommend it to the Board of Commissioners.

ACTION – Mr. Dean St. John **MADE THE MOTION** to open Public Hearing #2. Mrs. Kimberly Ganey-Philips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Town Manager Athina Williams commented that the Table is a lot more user friendly than the previous one and indicated that we need to make sure the Subdivision Ordinance we have is the most current one on record.

Planner, Chad Staradumsky disclosed that he thinks the proposed text makes it easier to understand and communicated that the Planning Board has reviewed this working for several meetings, and now we bring it to you for recommendation to the Board of Commissioners.

Chairman Scott Milligan inquired if there was anyone who wished to comment. There was no one present who wished to speak.

ACTION – Vice Chairman Joe Boyd **MADE THE MOTION** to close Public Hearing #2. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ACTION – Mr. Dean St. John **MADE THE MOTION** to approve the proposed text amendments and recommend them to the Board of Commissioners, and approve the Consistency Statement. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #6 – OLD BUSINESS

Town Hall Relocation Update

Town Manager Athina Williams explained that we are still in the process of moving things to storage and the new location, and we hope to switch the internet and phones on Monday, November 18th. We will keep you informed. Our new temporary meeting location will be Brunswick Community College Leland Center, 2045 Enterprise Boulevard, off Highway 74/76.

Multi-Use Path Update

The Multi-Use Path construction is progressing well. We have received funding for the gap.

Riverwalk Phase II

Hoping to get the CAMA permit by the end of year.

ITEM #7 – ADJOURNMENT

ACTION – Mr. Jonas Williams **MADE THE MOTION** to adjourn the meeting. 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

Planning Board 1st QTR 2025 Priority Staff Report

Hearing Date: N/A

General Description: High priority items that planning staff will be initiating during the 1st QTR of the new year.

☐ Town Initiated

☐ Citizen Initiated

Applicant(s): N/A

STAFF REPORT OVERVIEW

During the 1st quarter of 2025 the planning staff plans to initiate a few conversations to potentially lead to amendments to the Zoning Ordinance. The following items are items that have been part of the proposed 2024/2025 work plan or ones that I found during my first year with the Town of Belville. These items are ones that have been identified as priority items from staff.

1. Article 11, Off Street Parking table and requirements
2. Article 5, Table of Permitted Uses
3. Project Submittal Flow Chart

ARTICLE 11. OFF STREET PARKING TABLE AND REQUIREMENTS

Evaluate and update the off street parking requirements. The revision would focus on Table 11.2 to include additional uses and any subsequent language changes that may be associated with the amendment.

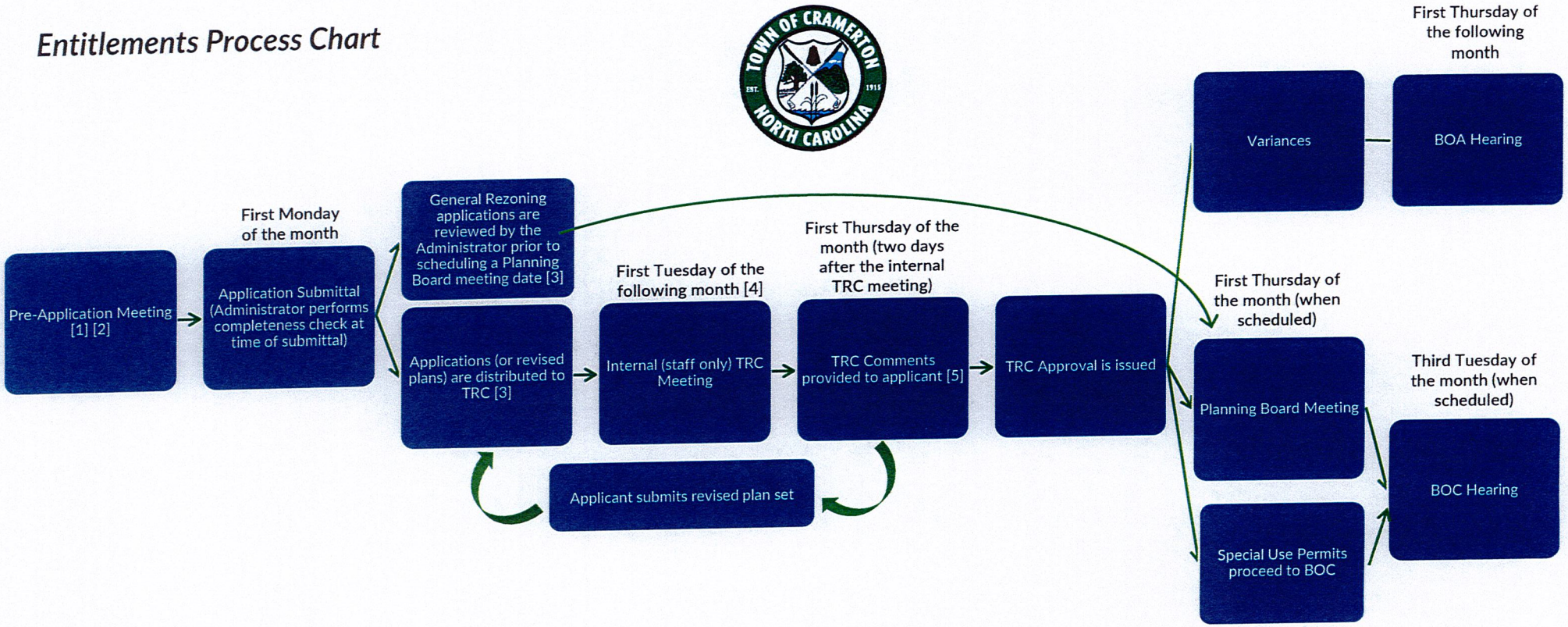
ARTICLE 5. TABLE OF PERMITTED USES

Similar to the off street parking update and evaluation. The revision would focus on uses that need to be updated and additional uses with supporting language. Supporting language could involve changes to Article 6, General, Dimensional, Use and Structure Regulations. Article 6 has specific language pertaining to some uses and further requirements for those uses.

PROJECT SUBMITTAL FLOW CHART

Update and evaluate the flow chart for submittals. This would be an in depth look Article 9, Review and Approval Procedures. Analyzing how other towns in North Carolina and in the surrounding area handle submittals, creating an efficient flow chart and procedure while still maintaining a intimate small town grasp on submittals will be made a priority. I am attaching two flow charts that I received from Greg Feldman with Withers Ravenel. He provided me with a set of flow charts that he created for the Town of Cramerton. Cramerton is a small town west of Charlotte with a population of 4,100 citizens.

Entitlements Process Chart



[1] Pre-Application meetings are required to be held at least 7 days prior to application submittal.

[2] If a Traffic Impact Analysis (TIA) is required as part a proposed development, coordination with the Administrator is recommended to ensure the applicant understands the applicable requirements outlined in Section 3.15 of the Town's Land Development Code (LDC).

[3] A Public Involvement Meeting in accordance with Section 3.3 of the Town's LDC is scheduled and a summary with attendance roster is provided to the administrator. This meeting is required to be held prior to the required board meeting being scheduled.

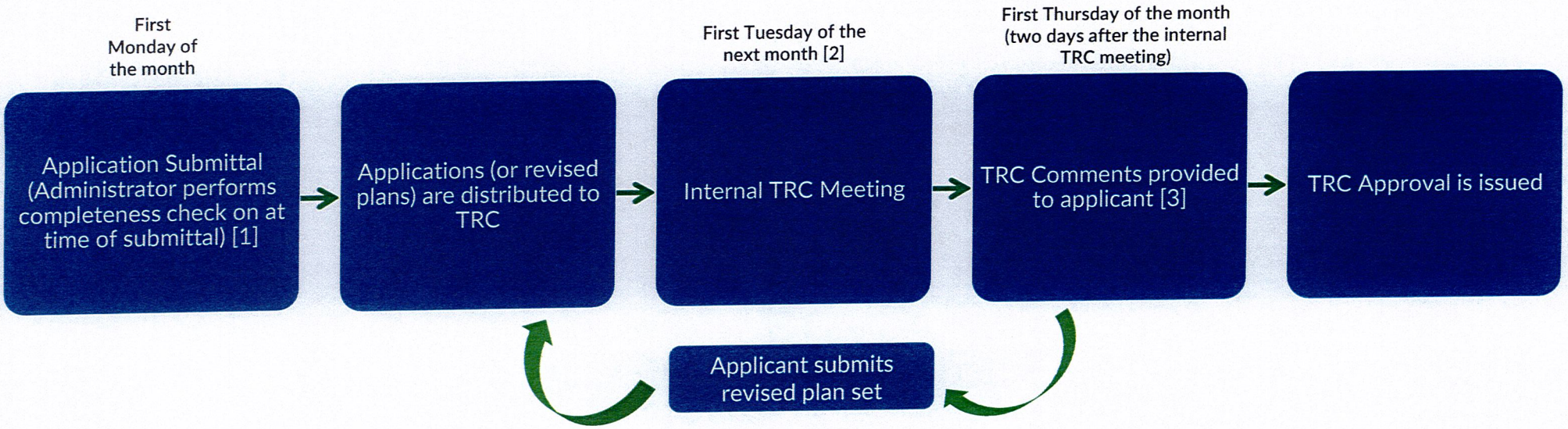
[4] Internal TRC meetings are held the following month after initial application submittals.

[5] Utility comments from TRU are expected approximately 30-45 days following the initial submittal and 2-3 weeks for resubmittals.

Acronyms:

TRC = Technical Review Committee
BOC = Board of Commissioners
BOA = Board of Adjustment (aka Planning Board)

Horizontal (CDs & As-Builts Sections 3.16 & 3.17 of the LDC)



[1] If a Traffic Impact Analysis (TIA) is required as part a proposed development, coordination with the Administrator is recommended to ensure the applicant understands the applicable requirements outlined in Section 3.15 of the Town's Land Development Code (LDC).

[2] Internal TRC meetings are held the following month after initial application submittals.

[3] Utility comments from Two Rivers Utilities (TRU) are expected approximately 30-45 days following the initial submittal and 2-3 weeks for resubmittals.

Acronyms:
TRC = Technical Review Committee