



ORIGINAL

**BELVILLE PLANNING BOARD
REGULAR MEETING**

MINUTES

OCTOBER 1, 2024

Planning Board Members Present:

Scott Milligan, Chairman
Jonas Williams, Member
Dean St. John, Member
Theresa Heath, Member
John Weaver, Member

Planning Board Members Absent:

Joe Boyd, Vice Chairman
Kimberly Ganey-Phillips, Member

Staff Present:

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

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

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 MINUTES

ACTION – Mr. Jonas Williams **MADE THE MOTION** to approve the Planning Board Regular Meeting minutes of September 10, 2024. Mr. John Weaver **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – PUBLIC HEARING

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



**BELVILLE PLANNING BOARD
REGULAR MEETING**

MINUTES

OCTOBER 1, 2024

Town Planner Chad Staradumsky presented the Staff Report which initiated proposed text amendments to Article 3 and Article 9 regarding the Major and Minor Site Plan Developments and the Subdivision Ordinance introduced back in August. We proposed definitions to further clarify Major and Minor site plans, and guidelines for the procedures. Planner, Chad Staradumsky stated the proposed language is amended as we discussed in the previous meeting and is now before you.

Review and Approval procedures are clarified, and separated for major and minor, as well as the site plans. The board decided that projects less than 15,000 square feet would be considered minor. Staff recommends that you review the proposed language and either approve it for recommendation to the Board of Commissioners or deny it for further investigation. There is also a Consistency Statement for your review. Article 3 defines the Major and Minor Site Plans. Major Subdivisions would have a tract of land divided into 10 or more lots. Minor Subdivisions would be defined as those where a tract of land is divided into nine or fewer lots.

Major Site Plans are described as developments that have multi-family dwellings with 40 units or more, or a total building floor area of 15,000 square feet or more. Minor Site plans would be residential such as single family, multi-family developments of less than 40 dwelling units, or non-residential developments that have less than 15,000 heated square feet, and would include site plans for the construction of accessory structures.

The Planning Board reviewed the proposed amendments. Discussion ensued.

Chairman Scott Milligan asked if there were any public comments. No one was 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 the text amendments to the Board of Commissioners for approval. Mr. Dean St. John SECONDED THE MOTION. VOTE WAS UNANIMOUS.

ACTION – Mr. Jonas Williams MADE THE MOTION to approve the Consistency Statement. Mr. John Weaver SECONDED THE MOTION. VOTE WAS UNANIMOUS.

ITEM #6 – OLD BUSINESS

a. Plat Certificates Text Amendment Discussion

Town Planner, Chad Staradumsky reviewed the proposed text amendments to update the Town of Belville's Subdivision Certificates. This updates the language for Final Plat submittals and updated the Table in Section 601 to clarify which certificates are required for recordation.

Discussion ensued.



**BELVILLE PLANNING BOARD
REGULAR MEETING**

MINUTES

OCTOBER 1, 2024

Some Agenda packets were missing alternate pages and were replaced by the Town Clerk.

Mr. Staradumsky further explained what signatures are required and provided a clean copy with the proposed wording in blue.

ACTION – Mr. Dean St. John **MADE A MOTION** to bring the Subdivision Certificates to a Public Hearing at the November 12th, 2024 Planning Board Meeting. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Town Manager Athina Williams mentioned that this document was not derived from the most current ordinance, so it will not change materially, but it will have the latest updated revision before the next meeting.

b. Update on the Stormwater Feasibility Study

Town Manager Athina Williams reported that the Study is about half-way complete. The grant we received was for \$93,000, and we have to match those funds. The map before you is a 10-year map, which indicates which areas had the most rain. Because of the two recent storms, this data will need to be changed. We have identified five areas of concern, which are circled: Pine Branches, East Wood Lane, Deep Woods, River Birch Ridge, Albemarle and Brunswick. Once these areas are confirmed, we will hopefully be able to apply for more funds to work on the solution to the stormwater drainage issue. Before the cyclone storm, we had a meeting scheduled with NCDOT regarding routine maintenance, but since the storm occurrences, we had to delay that meeting. We met with the stormwater engineers about the pond that Mr. Mark Stocks owns at the corner of East Wood Lane, and discussed some needed improvements. We are actively investigating what we can do to re-engineer the pond and are in talks with Mr. Stocks about maybe taking over the pond.

ITEM #7 - NEW BUSINESS

Chairman Scott Milligan asked the board to look at the proposed meeting dates for 2025, which are set to continue on Tuesday nights. Chairman Milligan suggested changing the November meeting to November 5th because of Election day, and the December meeting to December 9th, so staff would not have to prepare the packets on Thanksgiving break. The board agreed on these dates, and also decided to move the meeting time to 6:00 p.m. instead of 6:30 p.m.

ACTION – Mr. Dean St. John **MADE THE MOTION** to accept the proposed dates for the 2025 Planning Board Meeting calendar. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

We will work on the Board of Adjustment dates for next time and schedule a Board of Adjustment Meeting immediately after the Planning Board Meeting.



**BELVILLE PLANNING BOARD
REGULAR MEETING**

MINUTES

OCTOBER 1, 2024

Mr. Dean St. John asked about the Multi-use Path. Town Manager Athina Williams answered that we have been working on the first section. The second section had to be re-designed around Morecamble in the Hawkeswater neighborhood because of the sewer. There have not been too many pothole issues.

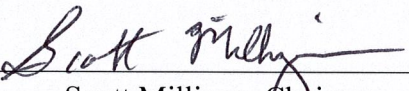
Regarding questions about the Riverwalk Extension, Ms. Williams explained that the natural surface trail will be completed first, and the area that jets out to the two gazebos will be done in the next phase, but the two gazebos will not be connected until we can secure some additional funds.

Regarding the Town Hall relocation, the renovations have begun at Town Hall, and concurrently we are working on the renovations at the Waterford location. We do not have an exact move date at this time.

ACTION – Mr. Jonas Williams **MADE THE MOTION** to Adjourn. Mrs. Theresa Heath **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

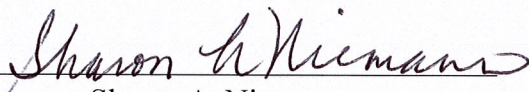
Minutes Compiled by Sharon A. Niemann

SIGNED:



Scott Milligan, Chairman

ATTEST:



Sharon A. Niemann

