



**BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES**

June 3, 2025

Planning Board Members Present:

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

Planning Board Members Absent:

Dean St. John, Member

Staff Present:

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

Others Present to Address the Board:

None

ITEM #1 – CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Scott Milligan called the Planning Board Regular Meeting to order at 6:00 p.m. A quorum was present, followed by the Pledge of Allegiance to the Flag.

ACTION – Mr. Jonas Williams **MADE THE MOTION** to excuse board member, Mr. Dean St. John. Vice Chairman Joe Boyd **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Chairman Scott Milligan welcomed back member Mr. John Weaver, and said he is glad he is back.

ITEM #2 – INSTALLATION OF NEW MEMBERS

Chairman Scott Milligan reiterated he was glad to see Mrs. Theresa Heath was re-appointed to the board, and we are happy she is back. Mrs. Theresa Heath came forward to state her Oath of Office and was sworn in by the Town Clerk Sharon Niemann.

ITEM #3 – APPROVAL OF AGENDA

Town Manager Athina Williams announced that the Honorable Mayor Mike Allen would like to address the board.



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ACTION - Chairman Scott Milligan **MADE THE MOTION** to add this to the Agenda at the beginning of the meeting. **VOTE WAS UNANIMOUS.**

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

Mayor Mike Allen informed the board that the Town Hall is now sold, and the contract has been signed, and the Highway Patrol will be taking over this building. All the signage has been removed, and over the next two weeks we will be transitioning to our new Town Hall. Mayor Allen invited the Planning Board to the new Town Hall at Waterford. Mayor Allen stated that he appreciates all that the Planning Board does, and we look forward to working with you to plan our new permanent Town Hall. Town Manager Athina Williams mentioned that we will be planning a grand opening sometime in July.

ITEM #4 – APPROVAL OF MINUTES

ACTION – Vice Chairman Joe Boyd **MADE THE MOTION** to approve the May 6, 2025, Regular Meeting Minutes. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – OLD BUSINESS

Town Planner Chad Staradumsky told the board he would discuss the update on the text amendments regarding subdivision fencing in New Business.

ITEM #6 – NEW BUSINESS

a. ZTA 2025-02 Off-Street Parking Ordinance Discussion

Planner Chad Staradumsky initiated the discussion on text amendment changes to include the modifications to the Town of Belville zoning ordinance 11.1.1 and 11.1.2. The intention is to modify Table 11.1. Parking requirements are now based on square footage, instead of number of seats or employees; the new language standardizes regulations to simplify zoning code enforcement. Mr. Staradumsky noted that the new language appears in red. The tables were re-numbered to be sequential, and terms were generalized by category. Off-Street Parking Schedule Section 11.1.2 was amended to reflect the new language. He also explained the street loading requirements based on gross floor area. A change in Article 3 (Definition of Terms) was added regarding Building Height. Vice Chairman Joe Boyd asked where we got the numbers based on square footage, which was adjacent towns and former experience. Town Manager inquired about the wine bar, and asked Chad Staradumsky to check into number of recreational parking spaces, and Planner Chad Staradumsky answered he would provide further research. Chairman Scott Milligan asked about 'personal' services for a definition and opined it should be 'professional' services instead. Chad Staradumsky agreed, and said he would look into a term for radio services as well. Discussion ensued. The Planning Board decided to table this matter and bring it back to the July meeting for further discussion.



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b. ZTA2025-03 Berm and Fence Height Discussion

The update is the Subdivision Fence was approved, however, Commissioners directed us to investigate what happens if there is a berm with a subdivision fence. Thus, we have amended changes to 6.3.14 Fences and Walls Non-Structural. Purpose is to keep the overall fence height from exceeding height requirements. Chad Staradumsky read the 'building height' definition. Joe asked about retaining walls and safety fence requirements. Mr. Staradumsky will examine how 'grade' is measured from the base, and perhaps an illustration would improve the understanding. We will bring this item back for further discussion at the next meeting.

c. ZTA2025-04 Gym and Batting Cages in Table of Uses Discussion

We are proposing adding these facilities to our Permitted Uses, as we have one already operating here, and the table is to bring it into compliance. Discussion ensued.

ACTION – Vice Chairman Joe Boyd **MADE THE MOTION** to bring these text amendments to a Public Hearing in July. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Mr. Staradumsky added that the Planning Department report as well as the WMPO minutes are included in the packets, and our next meeting will be held at Brunswick Community College.

Chairman Scott Milligan mentioned a non-compliance zoning concern on Blackwell Road, as residents complained that the lot filled with vehicles, rent-a-johns and circus equipment is an eyesore. Chad Staradumsky answered that the property in question is actually in Brunswick County, not Belville, and we have been in touch with the County regarding this situation. Mr. Staradumsky is helping them monitor what is going on with the site.

Town Staff Update

Town Manager Athina Williams stated that we are going to re-bid the Riverwalk Extension. The bids will be opened on June 19th at 2:00 p.m., so this project can move forward.

Chad Staradumsky mentioned the July meeting is on July 8th. Athina Williams updated the board on three upcoming events: This Saturday is the Food Truck Rodeo, next Saturday is Youth Fishing Day, and Fourth of July we will be having a food truck at the Riverwalk during the viewing of the Wilmington fireworks.

ACTION – Mrs. Theresa Heath **MADE THE MOTION** to adjourn. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Minutes Compiled by Sharon A. Niemann



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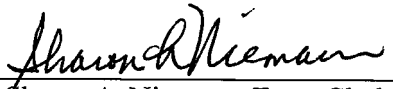
SIGNED:



Scott Milligan, Chairman



ATTEST:



Sharon A. Niemann, Town Clerk