



ORIGINAL

BELVILLE PLANNING BOARD

REGULAR MEETING

MINUTES

August 26, 2025

Planning Board Members Present:

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

Planning Board Members Absent:

Joe Boyd, Vice Chairman

Staff Present:

Brenda L. Williams, Deputy Town Clerk
Athina Williams, Town Manager
Charles Bost, Acting Mayor
Chad Staradumsky, Planner
Kim Cranford, Administrative Assistant

Others Present To Address The Board:

None

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

Ms. Brenda L. Williams, Deputy Town Clerk, administered the Oath of Office to Mr. Scott Milligan, Chairman and Mr. Jonas Williams, Member prior to the meeting being called to order.

Mr. Scott Milligan, Chairman asked that a Moment of Silence be observed in memory of the late Mayor William Robert Michael "Mike" Allen.

Mr. Charles Bost, Acting Mayor, addressed the board members with encouraging words of support and assurance that business would continue to operate as planned. He expressed his appreciation of the Members' dedication to the board. A discussion ensued among Acting Mayor Bost and the Board Members.

Mr. Scott Milligan, Chairman called the August 26, 2025, Planning Board Regular Meeting to order at 6:10pm. A quorum was present. Chairman Milligan led the Pledge of Allegiance.

Mr. Scott Milligan, Chairman, asked newly seated board member, Joe Cranford to introduce himself to the other board members.



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ITEM # 3 - APPROVAL OF AGENDA

ACTION – Mr. Jonas Williams **MADE THE MOTION** to excuse Mr. Joe Boyd, Vice Chairman from the meeting. Mrs. Kimberly Ganey-Phillips **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ACTION – Mr. Dean St. John **MADE THE MOTION** to amend the agenda; removing Item #7b Training Opportunities. The board members received a copy of the transportation planning/funding training session, however, all Members have not had the opportunity to review it nor attend the session prior to the meeting. 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 August 26, 2025, Planning Board Regular Meeting Minutes. Mrs. Kimberly Ganey-Phillips. **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM # 5 – PUBLIC HEARINGS

a. Public Hearing #1- is for the purpose of reviewing and reporting on proposed text amendment to the Town of Belville Zoning Ordinance, Article 11, Off Street Parking and Off Street Loading Requirements, more specifically Section 11.1.1 Off Street Parking Standards, and Section 11.1.2 Off Street Parking Schedule. This amendment is an update to parking calculations that the Town of Belville requires for development.

ACTION – Mr. Dean St. John **MADE THE MOTION** to open Public Hearing #1. Mr. Jonas Williams. **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Mr. Chad Staradumsky, Planner, informed the board members that they received three revised versions of documents in addition to their meeting packets; a Text Amendment Report and two Government Notices with revised dates due to the rescheduling of the previous August 5, 2025, meeting. Mr. Staradumsky provided an explanation of the revised Text Amendments and Consistency Statement.

Chairman Milligan made comments, and a discussion ensued among the Board Members.

ACTION – Mr. Dean St. John **MADE THE MOTION** to make a recommendation to adopt the Text Amendments and Consistency Statement from Public Hearing #1 to the Board of Commissioners. Mr. Jonas Williams. **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ACTION – Mr. Dean St. John **MADE THE MOTION** to close Public Hearing #1. Mr. Jonas Williams. **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**



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b. Public Hearing #2- is for the purpose of reviewing and reporting on proposed text amendment to the Town of Belville Zoning Ordinance, Article 3, Definition of Terms, Section 3.2 Definitions, and Article 6, General Dimensional, Use and Structure Regulations, Section 6.3.14 Fences and Walls, Nonstructural. This amendment is providing clarity on how the Town of Belville measures fence height from grade.

ACTION – Ms. Theresa Heath **MADE THE MOTION** to open Public Hearing #2. Mr. Dean St. John. **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Mr. Scott Milligan asked if there was anyone present to speak during the hearing, any questions from the staff.

Mr. Staradumsky reviewed the corrections in regard to the height of fence definitions in Article #3 Article #6.

ACTION – Mr. Jonas Williams **MADE THE MOTION** to make a recommendation to adopt the Text Amendments and Consistency Statement from Public Hearing #2 to the Board of Commissioners. Mr. Dean St. John. **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ACTION – Mr. Jonas Williams **MADE THE MOTION** to close Public Hearing #2. Ms. Theresa Heath, Member. **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM # 6 – OLD BUSINESS

Mr. Milligan, Chairman stated there was no Old Business to discuss at this meeting.

ITEM # 7 - NEW BUSINESS

a. Upcoming text amendments

Mr. Chad Staradumsky, Planner discussed with the Board Members the upcoming text amendments he has been tasked with researching in which will appear on the next agenda.

A discussion ensued among the Board Members and the Staff regarding the updates.

ITEM # 8 – ADJOURNMENT

ACTION – Mr. Dean St. John **MADE THE MOTION** to adjourn the meeting. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

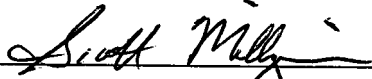
Minutes Compiled by Brenda L. Williams



**BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES**

August 26, 2025

SIGNED:



Scott Milligan, Chairman

ATTEST:



Brenda L. Williams, Deputy Town Clerk

