ORIGINAL

BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES **September 9, 2025**

Planning Board Members Present:

Scott Milligan, Chairman
Joe Boyd, Vice Chairman
Jonas Williams, Member
Dean St. John, Member
Theresa Heath, Member
Joe Cranford, Member

Planning Board Members Absent:

Kimberly Ganey-Phillips, 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., followed by the Pledge of Allegiance to flag. A quorum was present.

ACTION – Mrs. Theresa Heath **MADE THE MOTION** to excuse board member, Mrs. Kimberly Ganey-Phillips. Mr. Jonas Williams **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #2 – 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 #3 – APPROVAL OF MINUTES

Chairman Scott Milligan asked for one revision to the August 26, 2025, meeting minutes, asking that the start time of the meeting, which was incorrectly listed as 6:30 p.m. be changed to 6:10 p.m.

ACTION – Mr. Jonas Williams **MADE THE MOTION** to approve the August 26, 2025, Regular Meeting Minutes with this revision. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #4 – OLD BUSINESS

a. Training Opportunities

Town Manager Athina Williams asked Mrs. Theresa Heath to report on the Transportation training session she attended. Mrs. Heath indicated she learned a lot, but not sure how much was applicable to our board. Mrs. Heath thought it was interesting how many people are moving to North Carolina, and also the process of getting funds for the transportation projects. Town Manager Athina Williams explained that our Multi-use path and the stop light at the park went through a similar process to get funding through the WMPO. She asked if members of the Planning Board can participate in upcoming surveys, which are soliciting participants.

1. Brunswick County Community Health Assessment. Chairman Scott Milligan asserted that the county tries to get input from all municipalities, so it would be great if you can participate.
2. The County is also asking for participating in the Carolina Bays public input for the highway from North to South Carolina.
3. NCDOT is asking for feedback for a temporary Department of Motor Vehicles office Located near the NCDOT Bridge Maintenance in Belville.

Town Manager Athina Williams also updated the board on the Multi-use path, and informed the board it is almost complete, and we will let you know when the Ribbon Cutting is scheduled. Mr. Dean St. John stated that NC133 is now open, and it is much easier to get to Southport now. Discussion ensued.

ITEM #5 – NEW BUSINESS

a. ZTA 2025-05 Mobile Food Trucks

Town Planner Chad Staradumsky reported that the main revision in the text is to change the permit frequency for mobile food units from six months to 12 months. The goal is to reduce the administrative burden for mobile food units and Town Staff, and to increase efficiency. Discussion ensued over fiscal year, or month of issuance. Town Manager Athina Williams clarified that it would actually be a cost reduction for the mobile truck units, as they were paying twice a year.

Scott Milligan suggested we review the other items under mobile food units, to see if any other revisions are suggested. Town Manager Athina Williams reminded the board that some mobile food units participate in only one event; others participate all year.

Chairman Scott Milligan suggested we look at #5, distance between food trucks and between buildings, and revisit this with Town event staff. Discussion ensued over the times the food trucks can operate. Food truck rodeos sometimes appear to have mobile food units a little closer than 20 feet. We also discussed the hours that the mobile units are allowed to be operating. The Board also reviewed Item #7, as member Jonas Williams mentioned the loud noise/music from Ice Cream Trucks.

Board member Joe Cranford asked if we have any ordinance that requires prices for the food to be posted? We could add this into the ordinance. Discussion began again on fiscal vs. calendar year,

or date of issuance. Chairman Scott Milligan suggested this Zoning Text Amendment receive further review and be brought back to the next meeting.

b. ZTA 2025-06 Business License Discussion

Town Planner Chad Staradumsky introduced the Staff recommendations for Article 6.3.5 Home Occupations. Mr. Staradumsky shared that our current ordinance states which home occupations are prohibited, and that we were interested in striking Item #8, which requires a Business/Privilege License, which is burdensome to regulate for the staff. Discussion ensued among the Board Members. It was suggested to remove lodging services from the prohibited list, which would allow Airbnb's. This item requires more discussion and should be brought back before the board.

Closing Comments – Town Manager Athina Williams informed the board that:

1. The NC Department of Motor Vehicles will be locating a temporary office on the NCDOT Maintenance Facility property. This was by order of the governor, and will be a modular building, and the office will remain in Belville until they sign a lease, to provide access to North Brunswick.

2. There will be a Ribbon Cutting Monday at 10:00 a.m. at our Old Town Hall location, 63 River Road for the NC State Highway Patrol, who is moving into the building. Please come if you would like to attend.

Chairman Scott Milligan commented that Blackwell Road beside the Circle K, has a ditch with weeds high enough to impede the line of sight for vehicles leaving Circle K. Town Manager Athina Williams replied that it is NCDOT's responsibility, but she will make sure that the Town of Belville takes care of it immediately if it is a safety issue. Chairman Milligan also noted that there are some wash out places on Blackwell Road, which need repaired.

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

Minutes Compiled by Sharon A. Niemann

SIGNED:

Scott Milligan, Chairman

ATTEST:

Sharon A. Niemann, Town Clerk

TOWN OF BELVILLE CORPORATE SEAL NORTH CAROLINA