ORIGINAL

**BELVILLE PLANNING BOARD**
**REGULAR MEETING MINUTES October 7, 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:

Brandon McLamb, Senior Project Manager of Timmons Group, representing H2GO
Bob Walker, Executive Director H2GO

**ITEM #1 – CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chairman Scott Milligan called the Planning Board Regular Meeting held at the temporary location at Brunswick Community College to order at 6:00 p.m., followed by the Pledge of Allegiance to flag. A quorum was present.

**ACTION** –Vice Chairman Joe Boyd **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** –Vice Chairman Joe Boyd **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 approval of the September 9, 2025.

**ACTION** – Mr. Jonas Williams **MADE THE MOTION** to approve the September 9, 2025, Regular Meeting Minutes. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

**ITEM #4 – PUBLIC HEARING**

Chairman Scott Milligan explained that the next item on the Agenda is the Public Hearing for a Major Site Development Plan for the expansion of the existing facility of Brunswick Regional Water and Sewer (H2GO), submitted by Brandon McLamb of the Timmons Group.

**ACTION -** Mr. Dean St. John **MADE THE MOTION** to open the Public Hearing. Mr. Jonas Williams **SECONDED THE MOTION.**

Town Planner Chad Staradumsky began the discussion:

The property identified as Brunswick County PIN 1470003630; **29+** acres at 146 Gregory Road, is requesting an expansion. They are not seeking a zoning change, but would like to add six buildings totaling 113,100 square feet for warehousing, fleet and vehicle storage and administrative office space. This project was brought before the Technical Review Committee. The Timmons Group has answered the questions from WithersRavenel engineering group, and added bicycle parking and setbacks since that meeting. Buffering is proposed for the properties between this facility and the Magnolia Greens residential properties.

Planner, Chad Staradumsky conveyed that as part of the TRC process, outside agencies were requested to comment on this proposed expansion plans. We received comments from six of them including the WMPO, NCDOT, NCDEQ and Brunswick County Fire and Stormwater departments. The Fire Department is requesting that a FDC location be within 100 feet of a fire hydrant. The Technical Review Committee (TRC) recommended this project for approval at our meeting on August 28, 2025. The proposed 197 parking spaces satisfies our requirements. The Town Staff recommendation states that the application complies with our provisions and ordinances, and we recommend approval. He asked if there are any questions for him, the engineer, or Owner of the project.

Chairman Scott Milligan stated that he along with others from the Planning Board were at the TRC Meeting. Mr. Stuart Smith had pointed out one tree specimen that was proposed that was not native to this area. Mr. Brandon McLamb of Timmons Group communicated that one tree was swapped out by their landscape architect for a native one.

Vice Chairman Joe Boyd was not at the TRC meeting, he wanted to confirm the setbacks and buffers required are met. Each building was required to be twenty (20) feet apart. Chad confirmed that they are the correct space across. Vice Chairman Joe Boyd inquired if there is an encroachment in one of the easements, perhaps there is an underground device. Brandon McLamb, Senior project manager of Timmons engineering confirmed that the setbacks have been met.

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

Chairman Scott Milligan indicated that the Planning Board is the decision maker for this project, an no one spoke against the project.

**ACTION** – Mr. Jonas Williams **MADE THE MOTION** to approve the proposed application for the Brunswick Regional Water (H2GO). Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

**ITEM #5- OLD BUSINESS**

a. ZTA2025-05 Mobile Food Units Discussion

Chad Staradumsky was investigating a few questions the Planning Board asked about last month. Regarding the calendar year vs. the fiscal year for renewing permits, we recommend that the permits will be 12 months from the date that they apply. After speaking with Ian McLeod, who keeps track of the permits, and Town Manager Athina Williams, it seems like the best way to handle it will be to make the permit valid for a 12-month period from the application date. Chairman Scott Milligan said he agrees that this is the best solution.

The next item Mr. Staradumsky looked into was the statute dealing with Food Trucks and the number was correct.

The hours of operation in our ordinance for Mobile Food Units from 6:00 a.m. to 3:00 a.m. I discussed this with our Town Manager, Athina Williams, and our Event Coordinator, and they agree these times still work. The idea is that even if the food truck was in the park cooking, they wouldn't be selling food from 3:00 a.m. to 6:00 a.m. This would allow for a late night wedding, but prevent people from selling all night.

The last item was the distance from any building, which we have as 20 feet. We also have the 20 feet as the distance from other mobile food units. We briefly discussed the loud music from the trucks, which Mr. Staradumsky did not feel is a problem in our park, at an event. There could possibly be a conflict with our Master of Ceremonies or DJ at the park, if the mobile unit had it's own music, but I don't think we have experienced this. Chad Staradumsky also does not feel like we can govern them to add prices to their trucks. It would be nice if they were posted, but we don't have anything that says otherwise.

Chairman Scott Milligan agreed that the only change will be moving the period from a 6 to a 12-month period discussed above. If the board is in agreement, we can move this to a public hearing for next month.

**ACTION** – Mr. Jonas Williams **MADE THE MOTION** to move this text amendment to a Public Hearing at the November 5th meeting. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

b. ZTA 2025-06 Home Occupation Discussion

Planning Staff has proposed updates which would remove language requiring a business license. Removing it would align with the current NC General Statutes, as business licenses are no longer required. The home business would still need to file a permit to operate. After speaking with the Town Attorney, Norwood Blanchard, removing 'lodging services' from Section 6.3.5.1, which refers to short- and long-term rentals would be suggested. The second change in text would be to amend the number of students attending a class or session at a home occupation location in Section 6.3.5.2 to ten (10), which was previously two (2). The City of Wilmington has a similar ordinance.

Chairman Scott Milligan asked if any of the board members had further questions for Chad Staradumsky, if not, we will hear a motion to move it to a Public Hearing.

**ACTION** – Mr. Dean St. John **MADE THE MOTION** to take this item to a Public Hearing at the November 5th meeting. Vice Chairman Joe Boyd **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Vice Chairman Joe Boyd thanked Chad Staradumsky for his research on these items.

**ITEM #6- NEW BUSINESS**

Chairman Scott Milligan relayed that the next item on the Agenda is our Planning Board Meeting Calendar for next year. Mr. Milligan has reviewed the proposed dates and has a couple of recommendations to offer.

**Jan 6**- will stay as proposed
**Feb 10** was suggested
**March 3** – keep date proposed
**April 14** – to accommodate Easter holiday
**May 5** – keep date proposed
**June 2** – keep date proposed
**July 7** – keep date proposed
**Aug 4** – keep date proposed
**Sept 1** – keep date proposed
**Oct 6** – keep date proposed
**Nov 10** – keep date proposed
**Dec 8** – to accommodate Thanksgiving

**ACTION** – Mr. Joe Cranford **MADE THE MOTION** to approve the 2026 meeting calendar for the Planning Board. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

Town Manager Athina Williams updated the board on Project Updates

- *Belville Riverwalk Expansion* We had the pre-construction meeting, and we walked the natural surface path. We are working to clear it and we will invite the Planning Board to walk the area to get your comments. They will start construction on Thursday.
- *MUP* – we have a guide wire that needs to be moved before the path is officially opened. We are working on lighting options. We are considering Old Town Hall to Old River Road.
- *Gap in the MUP trail*, we are working on the engineering for the gap and the crossing from the Belville Elementary School, and hope to make progress on this soon.
- *Stormwater Feasibility Study* is wrapping up, we will have someone present it to this board and ask for your recommendation. Drone footage will be done this week.

Events – Trunk or Treat October 24th

Harvest Festival this weekend with the Skarure Woccon

Town Planner Chad Staradumsky reminded everyone our meeting is on Wednesday, November 5th, due to Election Day.

**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

Scott Milligan, Chairman

ATTEST:

Sharon A. Niemann

Sharon A. Niemann, Town Clerk

TOWN OF BELVILLE CORPORATE SEAL NORTH CAROLINA