



**BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES**

ORIGINAL

December 9, 2025

Planning Board Members Present:

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

Planning Board Members Absent:

None

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 held at the temporary location at Brunswick Community College to order at 6:05 p.m., followed by the Pledge of Allegiance to flag. A quorum was present.

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 commented that he needs to familiarize himself with the tablets, as he missed the training last meeting.

Mrs. Kimberly Ganey-Phillips **MADE THE MOTION** to approve the November 6, 2025, Regular Meeting Minutes. Mrs. Theresa Heath **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #4 – OLD BUSINESS

a. ZTA 2025-07 Combined Development Sign Text Amendment Discussion



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Chairman Scott Milligan requested a synopsis of the Combined Sign Discussion from the previous meeting. Town Planner, Chad Staradumsky reiterated that in November he introduced a text amendment relating to shared signs that are not located on the same parcel. Our Ordinance did not previously address this. The proposed amendment would allow signs in the Central Business District (CBD) to share signage, to allow for a commercial building which may not be visible to have street frontage. Mr. Staradumsky described the restrictions that the business must be in the CBD, use a common business, tenant, or association, with shared covenants and physically share the same driveway. The 'combined development' concept was introduced in November, and provides a cohesive, unified development and we got some feedback from the Planning Board members. Discussion ensued.

Chad Staradumsky also conveyed that he met with Greg Feldman, the Withers/Ravenel engineer who worked on our current sign ordinance, who shared his experience with combined developments. Together they came up with a solution. We added a definition for 'Combined Development.' Then in Section 12.12.2 Matrix of Signs Allowed, we described the type and size of sign allowed, and designated where the sign could be, included that it must be in an easement, and not impeding sight distance triangles.

Chairman Scott Milligan asked if we changed the illumination. All the other language remains unchanged, as the board had previously spent time on these items. Discussion ensued about distance from the sign to the business, but no text was added.

ACTION – Vice Chairman Joe Boyd **MADE THE MOTION** to send this sign ordinance regarding Combined Development text amendment to a public hearing in January. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #5 – NEW BUSINESS

a. ZTA 2025-08 Open Burning Amendment Discussion

Chairman Scott Milligan indicated that Town Manager Athina Williams had sent us an Ordinance on Open Burning. Ms. Williams commented, should we repeal the stand-alone ordinance, and add this to our regular Zoning Ordinance? Mr. Staradumsky recommended we go ahead and review this ordinance, and then we can talk to our attorney, Norwood Blanchard about whether or not it should be repealed.

Discussion ensued. Mr. Dean St. John mentioned that there was major discussion in other towns about clear-cutting and burning the debris for new developments. Planner, Chad Staradumsky stated that the purpose of this ordinance is to amend and modify Article 22, and address open burning for construction purposes. The recent lot clearing has spurred an interest in North Brunswick County due to air quality issues and public response, and Mayor Bost would like us to add this to our ordinance, and is working with Leland and Navassa to make it an area-wide provision. Discussion ensued about density and air quality measures to protect public safety.

Open Burning for the purpose of construction/ land-clearing would be prohibited to protect air quality, reduce fire hazards, and require the developers to find other ways to eliminate the debris from land clearing. Brunswick County did not pass this land clearing burn ban.

Mr. Staradumsky implored the board to consider this ordinance, as the previous one had no provision for burning specifically for land-clearing purposes. We may want to eliminate the stand-alone ordinance, and



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incorporate the language for burn bans into our regular ordinance. Chairman Scott Milligan asked if everyone is ok with this language? He recommended that we go ahead and review and ask for guidance from the attorney. Mr. Dean St. John asked how many tracts of land would this apply to. Planner Chad Staradusky indicated that there are some areas with trees in Brunswick County in the vicinity of Chappell Loop and Blackwell Road. Mr. Joe Cranford asked who our fire designee is. The enforcement is through Brunswick County. After legal review, we will bring this back to the Planning Board in January.

ITEM #6 – PROJECT UPDATES

Chad Staradumsky gave project updates as follows:

1. *Riverwalk Extension* – Contractor and staff walked the new hard surface path and identified trees that may need to be removed. Working on hard surface path first, and then we will work on the pylons to the gazebo.
2. *Multi-use path* – the Belville Elementary School and Rice Hope Paths are basically complete, we are waiting for paperwork to be completed, and then we will have a ribbon cutting ceremony.
3. *Gap in Multi-Use Path* - We were awarded \$720,000 from WMPO for the gap project, this is for connecting the path on NC133 from the old Town Hall to the Elementary School path. Much of this area is wetlands, so a little more difficult to traverse. We are working on a Request for Qualifications (RFQ) for engineering services. Discussion ensued regarding safety of crossing NC133.
4. *Riverwalk Crosswalk* – we are working on the relocation of the park entrance, redesign of parking lot, and the crosswalk, and hope to get an RFQ out soon.
5. *Stormwater Feasibility Study* is coming to an end, and this study will be used to apply for grant funding. \$4.4 million dollars is needed.

Town Manager Athina Williams is sending a few items via email, that we have been asked to comment on. One is the NCDEQ harbor dredging, and a couple other projects.

ITEM #7 – ADJOURNMENT

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

Chairman Scott Milligan and Town Manager Athina Williams thanked the Planning Board for all they do and invited everyone to stay for a small celebration.

Minutes Compiled by Sharon A. Niemann

SIGNED:


Scott Milligan, Chairman



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ATTEST:


Sharon A. Niemann, Town Clerk

