



ORIGINAL

**BELVILLE PLANNING BOARD
REGULAR MEETING MINUTES**

November 5, 2025

Planning Board Members Present:

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:

Scott Milligan, Chairman

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

Vice Chairman Joe Boyd 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 – Mr. Jonas Williams **MADE THE MOTION** to excuse Planning Board Chairman, Scott Milligan. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #2 – APPROVAL OF AGENDA

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

ITEM #3 – APPROVAL OF MINUTES

Vice Chairman Joe Boyd asked for approval of the October 7, 2025 Planning Board Minutes.

ACTION – Mr. Jonas Williams **MADE THE MOTION** to approve the October 7, 2025, Regular Meeting Minutes. Mr. Dean St. John **SECONDED THE MOTION. VOTE WAS UNANIMOUS.**

ITEM #4 – PLANNING BOARD TABLET TRAINING

Town Planner Chad Staradumsky explained that Mayor-Elect Charles Bost wanted all the boards to start using tablets, instead of using the paper Agenda packets. Each board member was given a tablet to use at



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this meeting, however the paper Agenda packets had previously been distributed so each board member was aware of the content for the meeting, either in person or by email. Chad Staradumsky gave some basic instructions so that they could learn how to use them, and discussion ensued. Chad explained that when we have large plan sets, such as Special use permits, site plans or major developments, we will supply paper copies of the plans, so we will not have to look at them on the tablets. He asked if the board would like to get the packets by email or a paper copy. Everyone agreed on email transmission. however, later in the meeting, Mr. Jonas Williams requested a paper copy.

Mr. Staradumsky agreed to send emails to verify communication contacts tomorrow.

Town Manager Athina Williams thanked the Planning Board for moving forward with us on this technology. We thank the WMPO for their help with showing us how to get this set up, and it should be a cost savings. She mentioned that our Director of Communications, Vince Matthews was present in case they had any questions. Mr. Matthews demonstrated how to start from the beginning, and view the downloaded information, by hitting the square in the bottom right corner, and shared that the tablets can be either horizontal or vertical.

ITEM #5 - PUBLIC HEARINGS

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

a. Public Hearing #1 – Article 6 – Mobile Food Units

Town Planner Chad Staradumsky gave a synopsis of the text amendments related to Mobile Food units in Article 6, and verified that the public hearing was properly noticed and advertised. Town Staff has suggested changing the permits from 6 months to 12 months to ease the burden on both vendors and Town Staff, and improve operations efficiency.

There was no one present who wished to comment. Vice Chairman Joe Boyd mentioned that the board had previously discussed the content of these text amendments, and asked if anyone had any questions. The board had none.

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

ACTION – Mr. Dean St. John MADE THE MOTION to recommend that the proposed Article 6 text amendments contained herein be recommended to the Board of Commissioners for adoption, along with the consistency statement from the Planning Board. Mrs. Kimberly Ganey-Phillips SECONDED THE MOTION. VOTE WAS UNANIMOUS.

b. Public Hearing #2 – Article 6 Home Occupations

ACTION – Mr. Jonas Williams MADE THE MOTION to open Public Hearing #1. Mrs. Kimberly Ganey-Phillips SECONDED THE MOTION. VOTE WAS UNANIMOUS.



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Vice Chairman Joe Boyd turned over the introduction of these text amendments to Planner, Chad Staradumsky. Chad explained that the proposed changes are simply to remove language regarding

business license requirements. The Town of Belville no longer requires businesses to obtain business licenses, which aligns with the North Carolina General Statutes. The mention of lodging services in Article 6 was also removed after speaking with the Town Attorney, Norwood Blanchard. We have also changed the parking requirements related to the number of students allowed in home occupation businesses such as dancing or similar classes. Mr. Staradumsky reiterated that the Planning Board helped guide these text amendments in the September and October meetings, and informed all that the Public Hearing was properly noticed and advertised.

Vice Chairman Joe Boyd opened up the hearing for comment. There was no one in the audience, or on the board who wished to speak.

ACTION – Mr. Dean St. John MADE THE MOTION to close Public Hearing #2. Mr. Joe Cranford SECONDED THE MOTION. VOTE WAS UNANIMOUS.

ACTION – Mr. Dean St. John MADE THE MOTION to recommend approval of the Article 6 text amendments regarding home occupations to the Board of Commissioners and adopt the Consistency Statement. Mrs. Theresa Heath SECONDED THE MOTION. VOTE WAS UNANIMOUS.

ITEM #6 – NEW BUSINESS

Vice Chairman Joe Boyd stated that we are looking at ATA 2025-07, a modification to Article 12 regarding signs for combined developments, and turned it over to Town Planner, Chad Staradumsky. This amendment was initiated by a realtor who has a client looking at a property with two separate parcels, one of which does not have front road footage on NC133. We will consider looking at wording for shared sign, such as a marquee sign for more than one business. The idea is they could still have a sign or signs in front of their businesses, however, you would be able to see them from the road. In addition, we will consider illumination rules. Vice Chairman Joe Boyd mentioned that we may also need to add to the definitions. Since Mr. Staradumsky came after the sign discussion, he will consult with our engineer, Greg Feldman, who worked on the text for the ordinance.

Mr. Joe Cranford asked what is an example of a projecting sign? Town Manager Athina Williams answered that Cape Food Seafood's sign with the cut-out fish is an example. Discussion ensued over the illumination, as we try not to have signs shining directly on other properties.

Discussion continued including downtown development, which could have multiple stores (i.e., 10 to 14) wanting front footage access for a sign. A marquee sign could replace those individual signs, so we need to consider the requirements. One board member suggested perhaps we could specify the distance that the sign would be from the business. Discussion ensued regarding the easement, POA renting to lessors, shared costs. The board also discussed pole signs, which currently are no longer allowed, but some are grandfathered in. We have specific rules in the Overlay District which need to be considered. Some corporations may decide to change all their signs, and must have specifics, but our ordinance as it stands says "no changeable copy."



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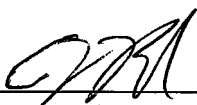
Town Planner, Chad Staradumsky relayed that we have some time to work on this, and we want to get it right. He will be investigating some other towns, and we will resume discussion at the next meeting.

Vice Chairman Joe Boyd asked if anyone had any comments. Hearing none, he asked for a motion to adjourn.

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

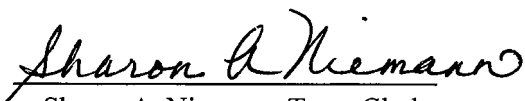
SIGNED:



Joe Boyd, Vice Chairman



ATTEST:



Sharon A. Niemann, Town Clerk