



Town of North Topsail Beach
Planning Board Regular Meeting
Thursday, November 14, 2024, at 6:00 PM
Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460
(910) 328-1349 | www.northtopsailbeachnc.gov

Planning Board: Susan Meyer - Chair, Fred Fontana - Vice Chair, Scott Morse, Lisa Brown, Terri Ward, Charles Walker - Alternate, Keith Wilkerson - Alternate

Staff: Deb Hill - MPA AICP CFM CZO - Planning Director, Kate Winzler - CMC, NCCMC - Clerk to the Planning Board

Attorney James H. "Trey" Ferguson, Sumrell Sugg PA

I. CALL TO ORDER

II. ADOPTION OF AGENDA

Specific Action Requested: Chair will request a motion to adopt the agenda.

III. APPROVAL OF MINUTES

A. October 3, 2024, Regular Meeting Minutes

Specific Action Requested: Chair will request a motion to approve the minutes.

IV. PUBLIC COMMENT

Citizens have the opportunity to address the Planning Board for no more than three minutes.

V. DISCUSSION

A. Ethics in Decision-Making Presentation Video

i. Equity in Planning: Thoughts

ii. Ethics in Decision-Making

VI. ADJOURNMENT

Notice to citizens who wish to speak: As a courtesy to others, a citizen speaking on an agenda item or making a petition is normally limited to three minutes. Persons who are organizing a group presentation and who wish to speak beyond the three minute limit are requested to make prior arrangements through the Planning Director by calling 910-328-1349. If you wish to address the Board this evening, please go to the front right corner of the conference room and sign up with the Recording Secretary. The Board may also change the order in which agenda items are presented.

Attorneys: *If you are representing a person with an interest in a quasi-judicial proceeding on this agenda and believe you may wish to cross examine a witness, please identify yourself as such to the Recording Secretary. For the sake of maintaining an accurate public record all speakers must be prepared to speak into an amplified microphone and must provide their name to the Recording Secretary.*



Town of North Topsail Beach
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PRESENT: Susan Meyer - Chair, Fred Fontana - Vice Chair, Lisa Brown, Terri Ward, Keith Wilkerson – Alternate

ABSENT: Scott Morse, Charles Rusty Walker – Alternate

I. CALL TO ORDER

Chair Meyer called the meeting to order at 6:03 p.m.

II. OATH OF OFFICE

Deputy Town Clerk Winzler administered the Oath of Office to Keith Wilkerson for appointment as an alternate member to the Planning Board.

III. ADOPTION OF AGENDA

Chair Meyer requested that the Board amend the agenda by adding item V. Makeup of the Board and Date to Meet. **Vice Chair Fontana made a motion to approve the agenda as amended. Ms. Ward seconded the motion. The motion passed unanimously, 5-0.**

IV. APPROVAL OF MINUTES

Ms. Ward made a motion to approve the minutes of September 5th. Ms. Brown seconded the motion. The motion passed unanimously, 5-0.

V. MAKEUP OF THE BOARD AND DATE TO MEET

Chair Meyer asked the Planning Board to consider returning the regular Planning Board meetings to the second Thursday of the month.

Vice Char Fontana made a motion that we move the Planning Board meeting to the second Thursday of the month at 6:00. Ms. Ward seconded the motion.

There was discussion, during which Ms. Brown and Ms. Ward noted that there would be a few conflicting dates for them with the schedule change.

Chair Meyer explained changing the meeting date would allow time for the directives from the monthly Board of Aldermen meeting, which is held on the first Wednesday of the month.

Vice Chair Fontana requested guidance from Town Attorney Ferguson.

Attorney Ferguson introduced himself and advised that the Planning Board had no restrictions to the changing the meeting time or the date and the Board of Aldermen supported it. The Planning Board sets the agenda and time for the meeting. He recommended the Planning Board set the schedule and stick to it for consistency and publication of notice.

The motion passed unanimously, 5-0.

Chair Meyer asked Attorney Ferguson for guidance addressing the makeup of the Planning Board as set in the Unified Development Ordinance with seven regular members and two alternate members. The Planning Board had five regular members and two alternate members. Ms. Meyer stated that it was sometimes difficult to have enough people for the meeting. She suggested a full Planning Board with more voices to make decisions would be fairer to the public.

Attorney Ferguson offered that with two vacancies, the two alternate members could attend meetings and be regular members and fill those duties as the UDO clearly states there has to be seven. Mr. Ferguson offered to introduce the topic to the Town Manager and the Board of Aldermen. He stated his belief in the importance of achieving seven regular members and filling the two vacancies of Planning Board.

VI. PUBLIC COMMENT

None.

VII. NEW BUSINESS

A. SUP24-000004 LaCosta Bay Commercial Pool 107 LaCosta Place (Tax ID 779A-49)

Planning Director Hill explained the changes and corrections and the reason why the application was returned for the Planning Board to review.

Vice Chair Fontana asked if the motion made at the September Planning Board meeting needed to be rescinded.

Town Attorney Ferguson explained that the previous motion did not need to be rescinded and suggested after hearing the evidence if the Planning Board was be prepared to approve it as part of their recommendation to the Board of Aldermen the motion could be to amend the recommendation to approve the changes as presented in the application.

Applicant Mr. Charles Riggs explained the plan was exactly the same with two exceptions: the pool was shifted north three point seven feet to achieve a fifty-foot distance from all dwellings to the pool, and a note was added at the terminus of the walkway "any future dockage and/or water access to be permitted by NC Division of Coastal Management."

Chair Meyer asked about the approval from Onslow County and the Department of Public Health. Mr. Riggs replied both were required and were in process.

Ms. Brown asked about Town approval of the pool.

Planning Director Hill explained that General Statute (G.S.) 160D would not allow changes or amendments to the plans, which was part of the reason the application had been brought back to the Planning Board.

Mr. Wilkerson asked about the nature of the pool.

Chair Meyer explained the pool was intended for the neighborhood.

Ms. Ward made a motion that the Planning Board recommends the approval of the special use permit SUP24-000004 and the special use plan of LaCosta Bay as amended to approve the changes as presented in the application. Mr. Fontana seconded the motion. The motion passed unanimously, 5-0.

VIII. DISCUSSION

A. Equity in Planning Presentation Videos

Planning Director Hill introduced the videos. The Planning Board watched the training video.

There was discussion, including transportation, being sensitive to the needs of the community, access for the elderly and Americans with Disabilities Act (ADA), bike lanes, creating a walkable community, handicapped wheelchair lending, fairness, and budgeting.

Attorney Ferguson commended the Planning Board Director for bringing awareness and devoting time to training.

IX. ADJOURNMENT

Ms. Brown made a motion to adjourn. Ms. Ward seconded the motion. The motion passed unanimously, 5-0.

The Planning Board Meeting adjourned at 6:48 p.m.

APPROVED

CERTIFIED

This 14th day of November 2024

This 14th day of November 2024

Susan Meyer, Chair

Kate Winzler, Clerk to the Planning Board