



**Town of North Topsail Beach
Planning Board Regular Meeting**

Thursday, April 04, 2024, at 6:00 PM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

Planning Board: Hanna McCloud - Chair, Susan Meyer - Vice Chair, Scott Morse, Lisa Brown, Terri Ward, Fred Fontana (Alternate), Stu Harness (Alternate)

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

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. March 7, 2024 Regular Minutes

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

IV. PUBLIC COMMENT

V. DISCUSSION

A. APA Video Training: Managing the Meeting Presentation for Planning Officials

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.



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PRESENT: Hanna McCloud – Chair, Susan Meyer – Vice Chair, Lisa Brown, Teri Ward, Fred Fontana (Alternate – not voting), Stu Harness (Alternate - voting)

ABSENT: Scott Morse

I. CALL TO ORDER

Chair McCloud called the meeting to order at 6:00 p.m.

II. OATH OF OFFICE

Clerk Winzler administered the Oath of Office to Stu Harness for appointment as an alternate to the Planning Board.

III. ADOPTION OF AGENDA

Vice Chair Meyer made a motion to adopt the agenda. Ms. Brown seconded the motion. The motion passed unanimously. 5-0.

IV. APPROVAL OF MINUTES

Ms. Ward made a motion to approve the January 11, 2024, minutes. Vice Meyer seconded the motion. The motion passed unanimously, 5-0.

V. ADOPTION OF ANNUAL MEETING SCHEDULE

Ms. Ward made a motion to adopt the 2024 Annual Regular Meeting Schedule. Vice Chair Meyer seconded the motion. The motion passed unanimously, 5-0.

There was discussion about not having a July Planning Board meeting due to the July 4th holiday.

VI. PUBLIC COMMENT

None.

VII. DISCUSSION

Planning Director Hill introduced the American Planning Association training video series. The Planning Board watched the first APA video: Roles and Responsibilities. There was discussion about the roles and responsibilities of the Planning Board.

VIII. ADJOURNMENT

Vice Chair Meyer made a motion to adjourn. Mr. Harness seconded the motion. The motion passed unanimously, 5-0.

The Planning Board meeting adjourned at 7:20 p.m.

Approved this 4th day of April 2024.

Certified this 4th day of April 2024.

Hanna McCloud, Chair

Kate Winzler, Clerk to the Planning Board