



Town of North Topsail Beach Planning Board Regular Meeting

Thursday, June 12, 2025, 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, Teri Ward, Keith Wilkerson, Charles "Rusty" Walker - Alternate, Jan Bellamy - Alternate

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

Attorney Charles J. "Chip" Payson | 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. April 10, 2025, 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. NEW BUSINESS

A. **SUP25-000001** Osprey-Crystal Shores Golf Cart Beach Parking (David Dalsimer)

B. **SUP25-000002** Modification to CUP-10-0001 Palm Tree Market/Tiki Bar (Chris Carrigan)

VI. DISCUSSION

VII. 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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Thursday, April 10, 2025, at 6:00 PM

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Present: Susan Meyer - Chair, Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Charles "Rusty" Walker - Alternate, Jan Bellamy – Alternate (not voting)

Absent: Keith Wilkerson

I. CALL TO ORDER

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

II. ADOPTION OF AGENDA

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

III. APPROVAL OF MARCH 13, 2025, REGULAR MEETING MINUTES

Ms. Ward made a motion to approve the minutes from last meeting. Mr. Walker seconded the motion. The motion passed unanimously, 5-0.

IV. PUBLIC COMMENT

None.

V. NEW BUSINESS

A. Review of OPERATING STANDARDS FOR EXISTING TRAVEL TRAILER PARKS
Planning Director Hill recommended tabling both items A and B to allow for a complete presentation with feedback from the Town Attorneys and the National Flood Insurance Program (NFIP).

B. Proposed Text Amendment UDO Art 7 Non-Conversion Agreement requirement
Ms. Ward made a motion to move the New Business A. Reviewing of Operating Standards for Existing Travel Trailer Parks as well as B. Proposed Text Amendment UDO Article 7 Non-Conversion Agreement requirement as asked by Director Hill. Vice Chair Fontana seconded the motion. The motion passed unanimously, 5-0.

VI. DISCUSSION

A. Community Rating System Annual Review

Planning Director Hill reviewed a handout from the North Carolina Department of Crime Control and Public Safety "Effects of Non-Participation in the National Flood Insurance Program." She explained that the Town does not have to participate in the NFIP, but if it does not, some repercussions are:

- No Fannie Mae or Freddie Mac backed mortgages
- No federal or state funded disaster assistance
- No Federal Flood Insurance Policies
- No Federal grants or loans
- No Federal mortgage insurance

This could occur if the Town did not enforce the Federal Flood Regulations codified in the Code of Federal Register (CFR). The Town participates in NFIP, as well as the Community Rating System (CRS) through the adoption of higher standards. Because of this, property owners are awarded a discount on federal flood insurance policies. Ms. Hill gave the Planning Board a report showing the

CRS Class ratings for the CRS eligible communities in North Carolina, noting that only one community scored higher than the Town of North Topsail Beach's CRS Class five rating. She explained that because of the Town's flood maps, flood program, and beach renourishment, seventy-five percent of the Town is now within the Coastal AE Zone, and only about twenty-five percent of the structures are located in the VE Zone. It was previously the opposite. The Town of North Topsail Beach had one thousand two hundred one NFIP policies with annual premiums totaling \$648,660 in 2021, with an average premium of \$540. Planning Director Hill recalled when the average premium was substantially higher, as high as eleven thousand dollars. The current flood insurance policy discount saves each property owner an average of one hundred seventy-nine dollars a year, or two hundred fourteen thousand seven hundred two dollars town wide. Chair Meyer offered that only applies to Federal Flood.

Ms. Ward noted that it did not apply to the Cobra Zone (CBRS).

Planning Director Hill confirmed that it does not include private flood insurance policies required within CBRS, and the Town has no control over those policies. She suggested that as an argument for eliminating CBRS. She explained that the Town has been a good steward in adopting higher standards for floodplain management, volunteering to participate in the CRS program, and achieving the second highest ISO score in the State of North Carolina. She believes the Town should be rewarded.

Ms. Hill explained the last CRS audit and review, which began last August, and concluded in April of this year, which included submission of every Elevation Certificate and V-Zone Certificate for the development projects from the last year. Those certificates must be ninety percent correct. Out of fifty documents submitted, only two percent were correct after the first review. Planning Director Hill requested corrections from seven different surveyors. The resubmitted documents achieved one hundred percent accuracy, speaking to the responsiveness and cooperation of the surveyors who corrected their documents.

Planning Director Hill also explained that the Federal Emergency Management Act FEMA) established a national violation tracker and CRS discount exclusions. When a structure is in flood violation, the property owner refuses to come into compliance, and a Notice of Violation is issued, the Planning Director may contact FEMA and revoke the property owner's Federal flood insurance policy.

Vice Chair Fontana asked if the Certificate of Occupancy could be removed.

Planning Director Hill said that it was possible but offered a separate arduous tool of requiring a recorded deed restriction stating that the ground-floor enclosure cannot be converted to habitable space with a development application. That document would be revealed during title searches every time that property was sold. This restriction would require an inspection of those properties by the Planning Director every year. She identified that evidence provided in rental listings which shows conversion violations of habitable space within ground-floor enclosures within North Topsail Beach, it has reached a point that this type of enforcement is required.

Ms. Ward asked if that would be applicable to property within the CBRS zone.

Planning Director Hill confirmed that the same flood regulations for personal safety and property safety must be enforced within the entire special flood hazard area.

Chair Meyer stated that the consequences and incentives differ for properties located in NFIP versus CBRS.

Planning Director Hill suggested that was another argument supporting why Congress should remove CBRS from North Topsail Beach, assisting with enforcement. Ms. Hill explained that the goal and intent to work with the Town Attorneys and Town Manager to make the regulation text stronger and more enforceable, to protect the CRS five rating, and to continue the discounts. There was discussion about penalties and inequalities for properties in violation within both CBRS and NFIP.

Planning Director Hill expressed her gratitude for Town Attorneys' assistance with Town Code revision. She also noted that without enforcement of the regulations, the Town could possibly lose NFIP, which occurred in a Florida county after Hurricane Florence when FEMA discovered they were not enforcing the substantial damage and substantial improvement requirements. If the Town takes Federal FEMA money, the Town must enforce the rules for all properties.

Town Attorney Payson, attending virtually, complemented Planning Director Hill on the presentation.

VII. ADJOURNMENT

Section III, ItemA.

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

The Planning Board meeting adjourned at 6:33 p.m.

APPROVED

This 12th day of June, 2025

CERTIFIED

This 12th day of June, 2025

Susan, Meyer, Chair

Kate Winzler, Clerk to the Planning Board



North Carolina Department of Crime Control and Public Safety
Division of Emergency Management
Office of Geospatial and Technology Management
Floodplain Management Branch

Michael F. Easley, Governor

Bryan E. Beatty, Secretary

EFFECTS OF NON-PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM

The National Flood Insurance Program (NFIP) is a voluntary program. A community has the right to choose whether or not to participate in the NFIP and regulate development within flood-prone areas designated by FEMA. However, the Federal government will not support development in these hazardous areas through Federal programs if a community chooses not to participate. Federal law imposes certain restrictions on Federal or federally-assisted financing within the flood hazard areas of non-participating communities. State restrictions on hazard mitigation grants and disaster assistance also apply.

FLOOD INSURANCE Flood insurance is not available through the NFIP in a non-participating community. Residents and property owners cannot purchase an NFIP flood insurance policy or renew an existing policy. Existing policies are cancelled at the end of the current policy year.

FEDERALLY-BACKED MORTGAGES No federally-backed mortgages (e.g., FHA, VA, and FmHA) are available for buildings in Special Flood Hazard Areas (SFHAs).

FEDERAL GRANTS AND LOANS No Federal grants or loans may be made for buildings in SFHAs. This includes all Federal agencies such as HUD, FmHA, SBA, and Rural Housing Services.

STATE DISASTER ASSISTANCE Communities are not eligible for State Public Assistance grants to recover from flood damage following State declared disasters.

FEDERAL DISASTER ASSISTANCE No Federal disaster assistance may be provided for the permanent repair or reconstruction of insurable buildings in SFHAs following a Presidential disaster declaration resulting from flooding.

MORTGAGE INSURANCE No Federal mortgage insurance may be provided in SFHAs. This includes FHA, VA, and Rural Economic and Community Development Services.

CONVENTIONAL LOANS Conventional loans (non-federal or private sources of funding) are allowed on real property in SFHAs at the discretion of the lending institution **provided that the lender** (a) notifies the buyer or lessee that the property is in a flood hazard area and (b) notifies the buyer or lessee that the property in the flood hazard area is not eligible for Federal disaster assistance in a declared flood disaster.

IMPLEMENTATION The Flood Insurance Rate Map (FIRM) goes into effect and the flood resistant construction provisions in the NC Building and Residential Codes must be implemented in SFHAs **regardless of whether or not a community participates in the NFIP**. Unregulated construction in SFHAs might become unsaleable in the future due to cost-prohibitive flood insurance rates or the unavailability of mortgage loans.

LIABILITY The local governing body may be **susceptible to liability** by not participating because their action (a) denies the ability of its citizens to purchase flood insurance, (b) does not take positive steps to reduce the exposure of life and property in the face of authoritative scientific and technical data, and (c) may permit unwise development that aggravates flooding.

REAPPLICATION If the community permits development to take place in the floodplain that aggravates the flood hazard, the community will be required to remedy the increased hazard to the maximum extent possible before eligibility can be restored.

HAZARD MITIGATION GRANTS Communities are not eligible to apply for pre- or post-disaster hazard mitigation grants.

Location: 1812 Tillery Place, Suite 105 • Raleigh, NC 27699-4719 • (919) 715-5711

An Equal Opportunity/Affirmative Action Employer



CRS Eligible Communities						
April 1, 2025 Effective Date						
ST	NFIP #	COMMUNITY	ORIGINAL EFFECTIVE DATE	CURRENT EFFECTIVE DATE	CRS CLASS	% DISCOUNT
NC	370190	Farmville, Town of	01-Oct-04	01-May-17	7	15
NC	375349	Forsyth County	01-Oct-93	01-May-08	8	10
NC	370099	Gaston County	01-Oct-11	01-Apr-22	9	5
NC	370100	Gastonia, City of	01-Oct-18	01-Oct-18	9	5
NC	370255	Goldsboro, City of	01-Oct-93	01-Oct-24	7	15
NC	375351	Greensboro, City of	01-May-09	01-Oct-24	7	15
NC	370191	Greenville, City of	01-Oct-92	01-Oct-23	5	25
NC	370192	Grifton, Town of	01-Oct-04	01-May-17	7	15
NC	370111	Guilford County	01-Oct-93	01-Oct-18	7	15
NC	370265	Havelock, City of	01-Oct-95	01-Apr-24	7	15
NC	375352	Holden Beach, Town of	01-Oct-91	01-Apr-22	7	15
NC	370478	Huntersville, Town of	01-Oct-20	01-Oct-20	5	25
NC	370133	Hyde County	01-Oct-92	01-Oct-19	8	10
NC	370178	Jacksonville, City of	01-Oct-91	01-Apr-22	8	10
NC	375353	Kill Devil Hills, Town of	01-Oct-91	01-Oct-21	5	25
NC	370145	Kinston, City of	01-Oct-94	01-Oct-24	6	20
NC	370439	Kitty Hawk, Town of	01-Oct-91	01-Oct-02	6	20
NC	370170	Kure Beach, Town of	01-May-15	01-May-15	8	10
NC	370471	Leland, Town of	01-Oct-24	01-Oct-24	7	15
NC	370144	Lenoir County	01-Oct-94	01-Oct-23	7	15
NC	370081	Lexington, City of	01-Oct-93	01-May-08	7	15
NC	375355	Manteo, Town of	01-Oct-91	01-Oct-21	5	25
NC	370158	Mecklenburg County	01-Oct-91	01-Apr-21	5	25
NC	370426	Mesic, Town of	01-May-19	01-Apr-21	8	10
NC	370418	Minnesott Beach, Town of	01-Oct-92	01-Oct-21	8	10
NC	370048	Morehead City, Town of	01-Oct-92	01-Oct-24	5	25
NC	375356	Nags Head, City of	01-Oct-91	01-Apr-22	5	25
NC	370167	Nashville, Town of	01-Oct-94	01-May-05	8	10
NC	370074	New Bern, City of	01-Apr-22	01-Apr-22	8	10
NC	370168	New Hanover County	01-Oct-91	01-Oct-18	7	15
NC	370049	Newport, Town of	01-Oct-92	01-Oct-07	8	10
NC	370466	North Topsail Beach, Town of	01-Oct-92	01-May-17	5	25
NC	370523	Oak Island, Town of	01-Oct-91	01-Oct-20	6	20
NC	375357	Ocean Isle Beach, Town of	01-Oct-92	01-Apr-24	7	15
NC	370340	Onslow County	01-Oct-15	01-Oct-21	8	10
NC	370342	Orange County	01-Oct-11	01-May-17	6	20
NC	370279	Oriental, Town of	01-Oct-92	01-Apr-21	8	10
NC	370181	Pamlico County	01-Oct-92	01-Oct-12	8	10
NC	370344	Pender County	01-Oct-20	01-Oct-20	7	15
NC	370267	Pine Knoll Shores, Town of	01-Oct-92	01-May-13	6	20
NC	370160	Pineville, Town of	01-Oct-91	01-Oct-20	5	25
NC	370372	Pitt County	01-Oct-02	01-Oct-18	8	10
NC	370249	Plymouth, Town of	01-Oct-94	01-Oct-99	8	10

CRS Eligible Communities						
April 1, 2025 Effective Date						
ST	NFIP #	COMMUNITY	ORIGINAL EFFECTIVE DATE	CURRENT EFFECTIVE DATE	CRS CLASS	% DISCOUNT
NC	370243	Raleigh, City of	01-Oct-91	01-Oct-14	10	0
NC	370432	River Bend, Town of	01-May-10	01-May-10	8	10
NC	370092	Rocky Mount, City of	01-Oct-92	01-Apr-24	6	20
NC	370421	Roper, Town of	01-Oct-94	01-Oct-99	8	10
NC	370220	Sampson County	01-Oct-94	01-Oct-99	10	0
NC	370430	Southern Shores, Town of	01-Oct-92	01-May-17	6	20
NC	370028	Southport, City of	01-Oct-91	01-May-20	7	15
NC	370530	St James, Town of	01-Oct-20	01-Oct-20	7	15
NC	370437	Stonewall, Town of	01-Oct-92	01-Apr-21	8	10
NC	375359	Sunset Beach, Town of	01-Oct-91	01-May-20	6	20
NC	370094	Tarboro, Town of	01-Oct-06	01-Oct-11	7	15
NC	370187	Topsail Beach, Town of	01-Oct-92	01-Oct-24	6	20
NC	370438	Vandemere, Town of	01-Oct-92	01-Apr-21	8	10
NC	370368	Wake County	01-Oct-91	01-Oct-96	10	0
NC	370435	Walnut Creek, Village of	01-Oct-14	01-Oct-14	8	10
NC	370247	Washington County	01-Oct-94	01-Apr-21	7	15
NC	370268	Washington Park, Town of	01-Oct-92	01-Oct-07	8	10
NC	370017	Washington, City of	01-Oct-92	01-May-12	7	15
NC	370251	Watauga County	01-Oct-91	01-Oct-22	8	10
NC	370254	Wayne County	01-Oct-93	01-Oct-24	7	15
NC	370464	Whispering Pines, Village of	01-Oct-96	01-Oct-96	10	0
NC	370071	Whiteville, City of	01-Oct-96	01-May-20	9	5
NC	370270	Wilson, City of	01-Oct-91	01-May-16	5	25
NC	375360	Winston-Salem, City of	01-Oct-93	01-May-08	8	10
NC	370193	Winterville, Town of	01-Oct-93	01-Oct-97	10	0
NC	375361	Wrightsville Beach, Town of	01-Oct-91	01-Oct-14	7	15
ND	380149	Bismarck, City of	01-Oct-17	01-Apr-23	7	15
ND	380141	Burlington, City of	01-May-17	01-Oct-23	9	5
ND	380650	Burlington, Township of	01-May-17	01-May-17	8	10
ND	380142	Carpio, City of	01-May-17	01-Oct-23	8	10
ND	380117	Dickinson, City of	01-May-18	01-May-18	9	5
ND	380143	Donnybrook, City of	01-May-17	01-Oct-23	8	10
ND	385364	Fargo, City of	01-May-06	01-Oct-17	5	25
ND	385365	Grand Forks, City of	01-Oct-91	01-Oct-03	5	25
ND	385367	Minot, City of	01-Oct-16	01-Apr-22	6	20
ND	380145	Sawyer, City of	01-May-17	01-Oct-23	8	10
ND	380002	Valley City, City of	01-May-17	01-May-17	9	5
ND	385370	Ward County	01-May-17	01-Oct-23	8	10
OH	390183	Delta, Village of	01-Oct-92	01-Apr-23	10	0
OH	390038	Fairfield, City of	01-Oct-93	01-Apr-22	10	0
OH	390110	Highland Heights, City of	01-Oct-91	01-Oct-92	10	0
OH	390412	Kettering, City of	01-Oct-95	01-Oct-00	8	10
OH	390328	Licking County	01-Oct-93	01-May-09	7	15

CRS Eligible Communities						
April 1, 2025 Effective Date						
ST	NFIP #	COMMUNITY	ORIGINAL EFFECTIVE DATE	CURRENT EFFECTIVE DATE	CRS CLASS	% DISCOUNT
NY	365343	Southampton, Village of	01-Oct-92	01-Oct-93	10	0
NY	360156	Southport, Town of	01-Oct-91	01-Oct-23	7	15
NY	360694	Suffern, Village of	01-May-18	01-May-18	9	5
NY	360595	Syracuse, City of	01-Oct-93	01-Oct-16	7	15
NY	360056	Union, Town of	01-Oct-91	01-Oct-08	8	10
NY	361057	Veteran, Town of	01-Oct-91	01-Oct-96	10	0
NY	360215	Walton, Town of	01-Oct-16	01-Oct-16	8	10
NY	360216	Walton, Village of	01-Oct-16	01-Oct-16	8	10
NY	360157	Wellsburg, Village of	01-Oct-91	01-Oct-23	8	10
NC	370404	Alliance, Town of	01-Oct-92	01-Oct-21	8	10
NC	370032	Asheville, City of	01-Oct-14	01-Oct-14	8	10
NC	370044	Atlantic Beach, Town of	01-Oct-92	01-Oct-93	8	10
NC	370442	Bald Head Island, Village of	01-Oct-20	01-Oct-20	7	15
NC	370183	Bayboro, Town of	01-Oct-92	01-Apr-21	8	10
NC	375346	Beaufort, Town of	01-Oct-94	01-May-17	7	15
NC	370015	Belhaven, Town of	01-Oct-93	01-Oct-22	8	10
NC	370253	Boone, Town of	01-Oct-91	01-Apr-22	6	20
NC	370231	Brevard, City of	01-Oct-92	01-Oct-07	8	10
NC	370295	Brunswick County	01-May-18	01-May-18	8	10
NC	370036	Cabarrus County	01-Oct-91	01-Oct-22	7	15
NC	370039	Caldwell County	01-May-00	01-May-00	9	5
NC	370042	Camden County	01-May-17	01-Oct-24	8	10
NC	370046	Cape Carteret, Town of	01-Oct-93	01-Oct-03	8	10
NC	375347	Carolina Beach, Town of	01-Oct-93	01-Oct-18	6	20
NC	370517	Carolina Shores, Town of	01-May-20	01-May-20	8	10
NC	370043	Carteret County	01-Oct-91	01-Oct-24	9	5
NC	370238	Cary, Town of	01-Oct-92	01-Oct-96	10	0
NC	370391	Caswell Beach, Town of	01-Oct-94	01-Oct-24	8	10
NC	370465	Cedar Point, Town of	01-Oct-92	01-Apr-23	7	15
NC	370159	Charlotte, City of	01-Oct-91	01-Apr-25	2	40
NC	370059	Cherokee County	01-May-13	01-Apr-25	10	0
NC	370263	Clinton, City of	01-Oct-94	01-May-09	8	10
NC	370037	Concord, City of	01-Oct-93	01-Apr-24	7	15
NC	370072	Craven County	01-Oct-91	01-Oct-01	8	10
NC	370443	Creswell, Town of	01-Oct-94	01-Oct-99	8	10
NC	370076	Cumberland County	01-Oct-96	01-Oct-10	8	10
NC	370078	Currituck County	01-Oct-93	01-Apr-22	6	20
NC	375348	Dare County	01-Oct-91	01-Apr-22	6	20
NC	370632	Duck, Town of	01-Oct-11	01-Oct-21	6	20
NC	370085	Durham County	01-Oct-92	01-Oct-08	8	10
NC	370086	Durham, City of	01-May-14	01-Oct-19	7	15
NC	370062	Edenton, Town of	01-Oct-93	01-Apr-22	7	15
NC	370047	Emerald Isle, Town of	01-Oct-93	01-Oct-03	7	15

STAFF REPORT CONTACT INFORMATION

Deborah Hill MPA AICP CFM CZO Direct 910.581.3008 dhill@northtopsailbeachnc.gov

Section V, ItemA.

DOCKET/CASE/APPLICATION NUMBER
SUP25-000001APPLICANT/PROPERTY OWNER
OSPREY CRYSTAL SHORES
HOMEOWNERS c/o David Dalsimer
PROPERTY ADDRESS/LOCATION
380 New River Inlet Road
(Part of Tax Map # 768-7)

BRIEF SUMMARY OF REQUEST

Osprey Crystal Shores Homeowners request a Special Use Permit establish a designated parking area for bicycles, golf carts, and low-speed vehicles (LSVs) to serve the 48 residents of the two homeowners' associations located on Osprey Drive.

MAP SOURCE
Onslow County GIS 2024 aerial

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
R-20	VACANT	NORTH R-20 EAST R-15 SOUTH OCEAN WEST R-20 (PUBLIC PARKING)	CROSSOVER	Leased area .278 acres 12,100 sq ft

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

COMPATIBILITY with the COMPREHENSIVE PLAN

Future Land Use classified as Low Density Residential.

PROPERTY HISTORY

Compatibility with the planned development (or other controlling documents); traffic/parking; public works/utilities; engineering/flood plain/soil; building code/fire or design

UDO Table 4-1 parking lots (principal) are allowed Special Use Permit in all zoning districts except Con-D.

COMPATIBILITY with the ZONING ORDINANCE

UDO § 2.23 COMMERCIAL PLAN REVIEW. (A) Commercial plan and design requirements . (1) Development plans involving new construction of commercial space must be approved by the Board of Aldermen before issuance of a zoning permit. UDO Article 4 allows Alcoholic beverages, packaged retail sales (accessory, principal) by Special Use Permit; Convenience store permitted by right; Retail uses require 1 parking space for each 200 square feet of gross floor area; lounges require 1 parking space for each 4 seats at tables, and 1 parking space for each 2 seats at counters or bars, plus 1 parking space for each 2 employees.

ATTACHMENTS (CIRCLE)

SUBMITTED PLANS

PUBLIC HEARING PETITION/
APPLICATION FORM

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS



PERMIT PROJECT
FILE #: 25-000333
0 NEW RIVER INLET RD NORTH TOPSAIL BEACH NC 28460
OSPREY CRYSTAL SHORES BEACH CLUB PARKING (BICYCLES, GOLF CARTS & LSVS)

Section V, ItemA.



PERMIT #: SUP25-000001

Permit Type
Special Use Permit

Subtype
Special Use Permit

Work Description:
Osprey-Crystal Shores Golf Cart Beach Parking

Applicant
OSPREY CRYSTAL SHORES HOMEOWNERS c/o David Dalsimer - OSPREY CRYSTAL SHORES HOMEOWNERS

Status
Ready for Payment

Valuation
0.00



FEES & PAYMENTS

Plan Check Fees	0.00
Permit Fees	500.00
Total Amount	500.00
Amount Paid	0.00
Balance Due	500.00

☐ Non-Billable



PERMIT DATES

Application Date
05/12/2025

Approval Date
05/12/2025

Issue Date:

Expiration Date:

Close Date

Last Inspection

FOR OFFICE USE ONLY

☐ Apply Storm Damage Credit

Zoning District
R-20

CAMA Approval
Issued

CAMA Approval #
13-25

PROJECT INFORMATION

Property Owner
G & L Capital Holdings, LLC - Robert A. Jeffreys

Are you the property owner?
No

Signed statement provided by property owner giving consent to the request
Osprey-crystal Shore & Ocean Club - G & L Capital Holdings LLC - New River Inlet Rd SR 1568 North Topsail Beach NC - 03.13.2025 Lease.pdf

I hereby petition the Town of North Topsail Beach for a SPECIAL USE permit to allow the following
We respectfully request a permit to establish a designated parking area for bicycles, golf carts, and low-speed vehicles (LSVs) to serve the 48 residents of the two homeowners' associations located on Osprey Drive. This addition will provide improved access to the beach, especially for elderly residents and those with disabilities who may otherwise face challenges reaching the shoreline. The parking area will be developed with minimal impact on the natural surroundings and designed to complement the existing landscape in an attractive and environmentally sensitive manner.

Findings: In granting the permit, the Board of Aldermen *shall* make a written decision that identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied.
The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare; **Statement by Applicant**

The proposed parking area is thoughtfully located and designed to enhance public health, safety, and general welfare. It will provide an accessible means for the 48 lot residents—particularly those with disabilities—to reach the beach, thereby promoting physical and mental well-being through improved recreational access.

The parking area will accommodate bicycles, golf carts, and low-speed vehicles (LSVs) only, and will be enclosed with posts and rope to ensure safety and visual harmony with the surrounding environment. Signage will be installed to indicate that the lot is private property, with no trespassing and no automobile access permitted. A ~5-foot-wide opening will be included to physically prevent vehicle entry while allowing pedestrian and LSV access.

To ensure cleanliness and upkeep, the parking area will be maintained by the professional landscaping company currently responsible for the Osprey neighborhood's entrance and side streets. This will prevent the accumulation of trash and maintain the aesthetic integrity of the area (landscaping company information attached).

Residents will cross NRI Road and the adjacent multiuse path at a nearly perpendicular angle, minimizing the time and space needed to cross and significantly reducing potential conflicts with other path users. Unlike automobiles in neighboring lots that frequently cross and damage the multiuse path, only lightweight vehicles such as golf carts and LSVs will use this access point, posing negligible impact.

To further enhance safety, the HOA is exploring the option of applying for a North Carolina Department of Transportation (NCDOT) permit to install a crosswalk at this location at our own expense.

All rules and regulations related to the use of the parking area will be strictly enforced by the HOA, ensuring there is no added burden on local law enforcement.

The use or development complies with all required regulations and standards of this Ordinance and with all other applicable regulations; **Statement by Applicant**
We are committed to ensuring that the proposed development complies fully with all applicable regulations and standards outlined in the Town of North Topsail Beach Unified Development Ordinance, as well as all relevant state and federal requirements, including those from the North Carolina Department of Transportation (NCDOT) and the Coastal Area Management Act (CAMA).

To that end, we are working closely with Ms. Deb Hill, the Town's Planning Director and Zoning Administrator. A pre-application meeting was held with Ms. Hill on May 6, 2025, where we reviewed the project scope and discussed the necessary steps to ensure full regulatory compliance. With Ms. Hill's guidance and assistance, we are actively verifying that our plans meet all zoning, environmental, and land use standards.

As part of our commitment to compliance, the parking area surface will be constructed using #57 stone, which is the only material permitted under current regulations for this type of development. This choice ensures compliance with stormwater and permeability requirements while minimizing environmental impact.

Ongoing maintenance will be handled by our existing professional landscaping service, and the site will include clear signage and physical barriers to prevent unauthorized use by automobiles. These measures reflect our commitment to orderly development and full regulatory compliance.

The use or development conforms to the plans for the land use and development of Town of North Topsail Beach as embodied in this Zoning Ordinance and in the Town of North Topsail Beach CAMA Land Use Plan; **Statement by Applicant**

The proposed parking area is designed to align with the Town of North Topsail Beach's land use and development objectives articulated in both the Zoning Ordinance and the 2019 CAMA Land Use Plan Update. This initiative supports the town's commitment to enhancing public access to coastal resources while preserving the natural environment.

Specifically, the project adheres to the following policies from the 2019 CAMA Land Use Plan Update:

- Policy 1.1: The Town supports the development of public access facilities that are designed to minimize environmental impacts and are consistent with the Town's land use policies.

Our design ensures minimal disruption to the natural environment by utilizing permeable materials and maintaining existing vegetation where possible.

- Policy 1.3: The Town encourages the provision of adequate parking facilities to support public access to beaches and waterways. By providing designated parking for bicycles, golf carts, and low-speed vehicles (LSVs), we facilitate safe and organized access to the beach for residents, including those with mobility challenges.

- Policy 5.2: The Town will coordinate with appropriate agencies to ensure that land use decisions are consistent with the Town's land use plan and applicable regulations.

We are actively collaborating with Ms. Deb Hill, Planning Director & Zoning Administrator, to verify compliance with all relevant regulations and to ensure that the development aligns with the town's planning objectives.

Furthermore, the project complies with the Unified Development Ordinance's provisions, particularly those related to off-street parking and loading requirements, as detailed in Article 6: Development Standards. The parking area is designed to meet the town's standards for safety, accessibility, and environmental stewardship.

DOCUMENTS

Site plan or plot plan

25-01-14 EASEMENT MAP SIGNED.pdf



Other documents

Permit for Crossover - BAA25-000010.pdf

Powerpoint Pictures.pdf



ACKNOWLEDGEMENT

General provisions (reference UDO Sec. 2.06.04 Special Use Permits)

A. Additional Conditions: In granting the Special Use Permit, the Board may designate additional conditions that will, in its opinion, assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located, is within the spirit of this Ordinance and clearly in keeping with the public welfare. All such additional conditions shall be entered into the minutes of the meeting, at which the Special Use Permit is granted, on the Special Use Permit itself and on the approved plans. The Special Use Permit and any other specific conditions shall run with the land and shall be binding on the original applicants, their heirs, successors and assigns.

I hereby certify that all information above is true and correct. That all work under this permit shall comply and conform to all Town ordinances, State pertaining thereto, whether specified or not, and in accordance with any plans submitted or required to be submitted regulating building codes and b construction in the Town of North Topsail Beach, NC. I further agree to remove all construction debris from the site when completed, and that I am the owner or authorized by the owner to do the work described in this permit.

Section V, ItemA.

Permit shall be void if construction authorized by permit shall not have been commenced within six (6) months after the date of issuance thereof, or if after commencement of construction, the work shall be discontinued for a period of twelve (12) months, work shall not be resumed until the permit has been renewed.

All final inspections are mandatory before occupancy. All work shall be performed by a licensed contractor in the state. It is unlawful and illegal to occupy any building before final inspection and a certification of occupancy has been issued. All fees are non-refundable after 60 days.

Applicant is responsible for all transcript expenses. In addition to the fee, a \$150 deposit for transcript is required. All cancellations must be received at least 48 hours before the start of the public hearing and refunds are subject to a \$150 cancellation fee.

Signature

signature.png

FEES

FEE	DESCRIPTION	QUANTITY	AMOUNT	TOTAL	
Filing Fee				350.00	
Transcripts Fee				150.00	
Plan Check Fees				0.00	
Permit Fees				500.00	
Total Fees				500.00	

PAYMENTS

DATE	TYPE	REFERENCE	NOTE	RECEIPT #	RECEIVED FROM	AMOUNT	
Amount Paid						0.00	
Balance Due						500.00	

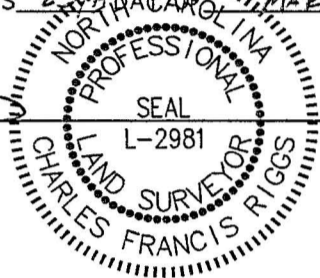
I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK SEE TITLE SOURCES LISTED); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN LINES AND DRAWN FROM INFORMATION FOUND IN DEED BOOK PAGE _____; THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000+; THAT GLOBAL NAVIGATION SATELLITE SYSTEM (GNSS) WAS USED TO PERFORM A PORTION OF THIS SURVEY AND THE FOLLOWING INFORMATION WAS USED:

- (1) CLASS OF SURVEY: CLASS A
- (2) POSITIONAL ACCURACY: 1:±10000 (95% CONFIDENCE)
- (3) TYPE OF GPS FIELD PROCEDURE: REAL TIME KINEMATIC NETWORKS
- (4) DATES OF SURVEY: FEBRUARY 20, 2025
- (5) DATUM/EPOCH: NAD 83(CORS) / 2010.00
- (6) PUBLISHED/FIXED-CONTROL USE: JACKSONVILLE CORS ARP (CORS ID-NCJV)
- (7) GEIOD MODEL: GEOD18
- (8) COMBINED GRID FACTOR(S): 0.99996494
- (9) UNITS: U.S. SURVEY FEET

I FURTHER CERTIFY THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

THAT THIS PLAT MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600) AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR NO. L-2981, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 25th DAY OF MARCH, A.D. 2025

CHARLES FRANCIS RIGGS, P.L.S.



THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "AE" & "VE" WHICH IS A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, AND THE NATIONAL FLOOD INSURANCE PROGRAM. COMMUNITY PANEL NUMBER 370466 3720427700K, JUNE 19, 2020

I, CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR NO. L-2981, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED THUS: _____

C. ANY ONE OF THE FOLLOWING:

- 1) THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR "EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.
- 2) THAT THE SURVEY IS OF AN EXISTING FEATURE, SUCH AS A BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE.
- 3) THAT THE SURVEY IS A CONTROL SURVEY. FOR THE PURPOSES OF THIS SUBSECTION, A "CONTROL SURVEY" IS A SURVEY THAT PROVIDES HORIZONTAL OR VERTICAL POSITION DATA FOR SUPPORT OR CONTROL OF OTHER SURVEYS OR FOR MAPPING. A CONTROL SURVEY, BY ITSELF, CANNOT BE USED TO DEFINE OR CONVEY RIGHTS OR OWNERSHIP.
- 4) THAT THE SURVEY IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED IN G.S. 62-3.

D. THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

CHARLES FRANCIS RIGGS, PROFESSIONAL LAND SURVEYOR NO. L-2981

THIS PLAT IS NOT SUBJECT TO THE NORTH TOPSAIL BEACH SUBDIVISION REGULATIONS, AND IS AN EXEMPTION AS PER THE FOLLOWING:

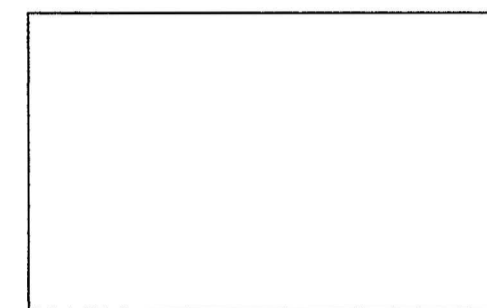
SAID PROPERTY IS AN EASEMENT SURVEY, DOES NOT SUBDIVIDE PROPERTY AND THEREFORE IS NOT SUBJECT TO THE SURF CITY SUBDIVISION REGULATIONS

DATE _____ NORTH TOPSAIL BEACH SUBDIVISION ADMINISTRATOR

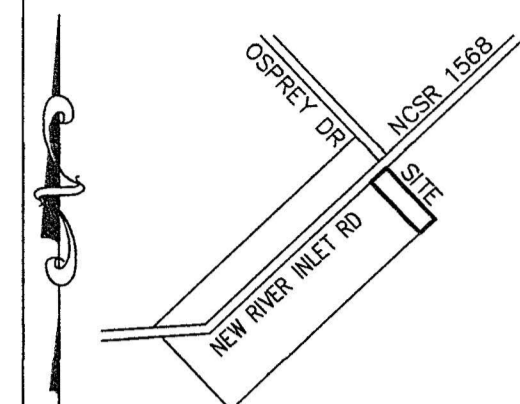
IN ORDER FOR THIS EASEMENT SURVEY TO BE COMPLETED A DEED REFERENCING THIS RECORDED PLAT MUST BE RECORDED WITH THE ONSLOW COUNTY REGISTER OF DEEDS.

STATE OF NORTH CAROLINA, COUNTY OF ONSLOW
I, _____, REVIEW OFFICER OF ONSLOW COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE _____ REVIEW OFFICER _____



REGISTER OF DEEDS

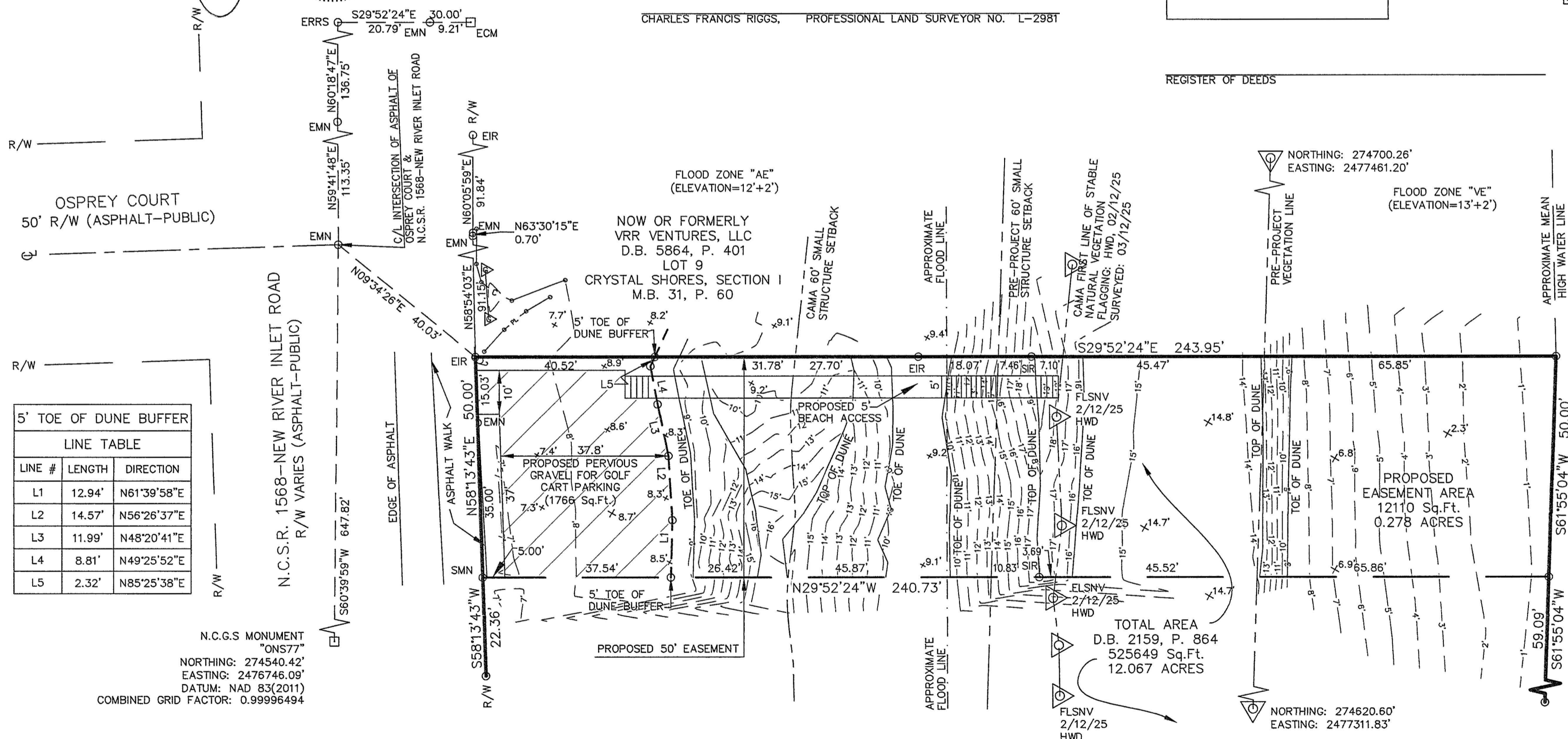


VICINITY SKETCH
NOT TO SCALE

NOTE

ENTIRE PROPERTY IS LOCATED WITHIN 575' OF THE NORMAL/MEAN HIGH WATER LINE CONTIGUOUS WITH STUMP SOUND WHICH IS CLASSIFIED BY THE STATE OF NC AS OUTSTANDING RESOURCE WATERS (ORW)

THIS PROPERTY IS LOCATED WITHIN THE COASTAL BARRIER RESOURCE SYSTEM L06, EFFECTIVE 10/01/1983. THIS AREA IS NOT COVERED BY FEDERAL FLOOD INSURANCE FOR BUILDINGS CONSTRUCTED, PERMITTED, SUBSTANTIALLY IMPROVED OR DAMAGED AFTER 10/01/1983.



ZONED R-20 ZONING SETBACKS

FRONT = 30'
REAR = 10'
SIDE = 10'

OWNERS

G & L CAPITAL HOLDINGS, LLC

TITLE SOURCE

D.B. 2159, P. 864

REFERENCES

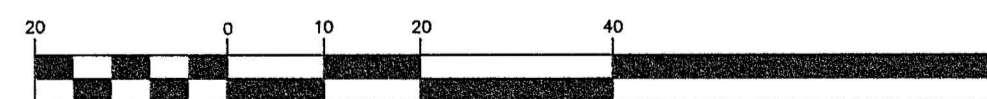
TAX MAP # 768-7 PARCEL ID # 012998 D.B. 2159, P. 864 D.B. 5864, P. 401 M.B. 31, P. 60

ALL POINTS NON MONUMENTED UNLESS OTHERWISE NOTED

LEGEND

CC = CONTROL CORNER
ECM = EXISTING CONCRETE MONUMENT (FOUND)(CC)
EIP = EXISTING IRON PIPE (FOUND)
EIR = EXISTING IRON ROD (FOUND)
EMN = EXISTING MAGNETIC NAIL (FOUND)(CC)
EPK = EXISTING PARKER-KALON NAIL (FOUND)(CC)
ERRS = EXISTING RAILROAD SPIKE (FOUND)
MBL = MINIMUM BUILDING LINE
NMP = NON MONUMENTED POINT
R/W = RIGHT OF WAY
SCM = SET CONCRETE MONUMENT (CC)
SIP = SET IRON PIPE
SIR = SET IRON ROD
SMN = SET MAGNETIC NAIL (CC)
SPK = SET PARKER-KALON NAIL (CC)
C = CENTERLINE
P = POWER POLE
G = GREEN PIN FLAG
C = COMMUNICATION LINE (ORANGE PAINT)
P = POWER LINE (RED PAINT)

GRAPHIC SCALE



(IN FEET)
1 inch = 20 ft.

ACTUAL FIELD SURVEY DATE: MARCH 13, 2025
MAPPING DATE: MARCH 25, 2025

FIELD BOOK: 832, PAGE: 26

PROJECT NUMBER: 25-01-14 JTG

CHARLES F. RIGGS & ASSOCIATES, INC. (C-730)

LAND SURVEYING - CONVENTIONAL & GLOBAL POSITIONING SYSTEMS,
LAND PLANNING & COMPUTER MAPPING

502 NEW BRIDGE STREET
P.O. BOX 1570
JACKSONVILLE, NC 28540-1570
TELEPHONE: (910) 455-0877
E-MAIL: riggsland@riggslandnc.com

EASEMENT SURVEY
FOR

G & L CAPITAL HOLDINGS, LLC

12.067 ACRE TRACT AS DESCRIBED IN D.B. 2159, P. 864
STUMP SOUND TOWNSHIP, ONSLOW COUNTY, NORTH CAROLINA
G & L CAPITAL HOLDINGS, LLC, OWNER; D.B. 2159, P. 864
NEW RIVER INLET ROAD

CAMA MINOR DEVELOPMENT PERMIT



as authorized by the State of North Carolina, Department of Environmental Quality and the Coastal Resources Commission for development in an area of environment concern pursuant to Section 113A-118 of the General Statutes, "Coastal Area Management"

Issued to G & L Capital Holdings LLC c/o David Disclaimer, authorizing development in the Ocean Hazard and Estuarine Shoreline - ORW (AEC) at **380 New River Inlet Road (PIN 427715633958)**, in North Topsail Beach, Onslow County, as requested in the permittee's application, dated March 4, 2025, received by DCM on March 5, 2025, and accepted as complete on March 28, 2025. This permit, issued on **March 28, 2025**, is subject to compliance with the application and site drawing (where consistent with the permit), all applicable regulations and special conditions and notes set forth below. Any violation of these terms may subject permittee to a fine, imprisonment or civil action, or may cause the permit to be null and void.

This permit authorizes: **Construction of a pervious gravel (37.8 x 46') golf cart parking and beach access.**

- (1) All proposed development and associated construction must be done in accordance with the permitted work plat drawings(s) drafted by Charles F. Riggs & Associates, INC. with mapping date of 3/25/2025. (GS 113A-120)
- (1) Any change or changes in the plans for development, construction, and/or land use activities will require re-evaluation and modification of this permit. All construction shall conform to the N.C. Building Code requirements and all other local, State and Federal regulations, applicable local ordinances, and FEMA Flood Regulations. (GS 113A-120)
- (2) Any change or changes in the plans for development, construction, or land use activities will require a re-evaluation and modification of this permit. (GS 113A-120)
- (3) A copy of this permit shall be posted or available on site. Contact this office at 252-515-5400 for a final inspection at completion of work. (GS 113A-120)

(Additional Permit Conditions on Page 2)

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date. From the date of an appeal, any work conducted under this permit must cease until the appeal is resolved. This permit must be on the project site and accessible to the permit officer when the project is inspected for compliance. Any maintenance work or project modification not covered under this permit, require further written permit approval. All work must cease when **this permit expires on:**

DECEMBER 31, 2027

In issuing this permit it is agreed that this project is consistent with the local Land Use Plan and all applicable ordinances. This permit may not be transferred to

Heather M. Styron

Heather M Styron
NC Division of Coastal Management
400 Commerce Ave
Morehead City, NC 28557

U 3/28/25

Name: G& L Capital Holdings, LLC
Minor Permit # 13-25
Date: March 28, 2025
Page 2

- (5) The proposed parking shall be located as shown on the 3/25/2025 plat, a minimum distance of 60 feet from the FLSNV and a minimum of 5' from the landward toe of the dune. (07H .0309 (B) (1-3)).
- (6) The permittee is required to contact the Division of Coastal Management shortly before beginning construction to arrange a setback measurement that will be effective for sixty (60) days barring a major shoreline change. Substantial progress on construction must begin within sixty (60) days of the determination or the measurement is void and must be redone. (07H.0306)
- (7) All unconsolidated material resulting from associated grading and landscaping shall be retained on site by effective sedimentation and erosion control measures. Prior to any land-disturbing activities, a barrier line of filter cloth must be installed between the land disturbing activity and the adjacent marsh or water areas, until such time as the area has been properly stabilized with a vegetative cover. (GS 113A-120)
- (8) Any structure authorized by this permit shall be relocated or dismantled when it becomes imminently threatened by changes in shoreline configuration. The structure(s) shall be relocated or dismantled within two years of the time when it becomes imminently threatened, and in any case upon its collapse or subsidence. However, if natural shoreline recovery or beach renourishment takes place within two years of the time the structure becomes imminently threatened, so that the structure is no longer imminently threatened, then it need not be relocated or dismantled at that time. This condition shall not affect the permit holder's right to seek authorization of temporary protective measures allowed under CRC rules.
(07H.0306(g))
- (9) All buildings constructed within the ocean hazard area shall comply with the NC Building Code and the Local Flood Damage Prevention Ordinance as required by the National Flood Insurance Program. If any provisions of the building code or a flood damage prevention ordinance are inconsistent with any of the following AEC standards, the more restrictive provision shall control. (GS 113A-120)
- (10) The amount of impervious surface shall not exceed 25% of the lot area within 575 feet of Normal High-Water Level (Estuarine Shoreline - ORW Area of Environmental Concern). (07H .0209(f) (1-2))**
- (11) Pursuant to 15A NCAC, Subchapter 7J.0406(b), this permit may not be assigned, transferred, sold, or otherwise disposed of to a third-party. (GS 113A-120)
- (12) The Permittee and/or the Permittee's Authorized Agent shall be responsible for obtaining any and all necessary authorizations, approvals, or zoning and building permits from the local government having jurisdiction (Town of North Topsail Beach and/or Onslow County) prior to commencing work.**

Name: G& L Capital Holdings, LLC

Minor Permit # 13-25

Date: March 28, 2025

Page 3

- (13) In no case shall a beach access structure or stairs be constructed in or over the starter dune or berm. Posts and rope may be used on and over the berm not to exceed six feet beyond the seaward toe of the berm or starter dune. (15A 07H .0308(c))
- (14) The beach accessway must not exceed six feet in width, provide only pedestrian access to the ocean beach and terminate at the FLSNV as shown on plat due to the existing starter dune. 15A 07H .0308(c). GS 113A-120
- (15) The beach accessway must be constructed so as to make negligible alterations to the frontal dunes. This means that the accessway must be constructed on raised posts or pilings of five feet or less in depth, so that wherever possible only the posts or pilings touch the frontal dunes without any alteration to the dunes. (07H .0308 © (1-2)(A-B))

SIGNATURE: _____

PERMITTEE or AUTHORIZED AGENT

DATE: _____

3/28/25

From: [Chad Soward](#)
To: [Deb Hill](#)
Subject: Re: TRC: Special Use Permit Application #25-000333: Osprey-Crystal Shores Golf Cart Beach Parking
Date: Monday, May 12, 2025 12:52:11 PM
Attachments: [Outlook-Text, lett](#)

No Issues from fire.

Chad Soward

Fire Chief

North Topsail Beach Fire

Department

2049 New River Inlet Rd.

North Topsail Beach, NC

28460

910.328.2200



From: Deb Hill <dhill@northtopsailbeachnc.gov>
Sent: Monday, May 12, 2025 9:56 AM
To: Spirakis, Kirsten L <klspirakis@ncdot.gov>; William Younginer <chief@northtopsailbeachnc.gov>; Chad Soward <csoward@northtopsailbeachnc.gov>; Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>
Cc: Kate Winzler <kwinzler@northtopsailbeachnc.gov>; Alice Derian <aderian@northtopsailbeachnc.gov>
Subject: TRC: Special Use Permit Application #25-000333: Osprey-Crystal Shores Golf Cart Beach Parking

Please see the attached Special Use Permit application, site plan, CAMA permit and supplemental information in Powerpoint Pictures.pdf for your review and comments.

Please respond via return email, if the proposal

- meets your requirements and is recommended for approval.
 - does not meet your requirements and is not recommended for approval; or
 - can be recommended for approval with the following changes:
-

Any questions or concerns, please do not hesitate to contact me directly.

Planning Board review scheduled for June 12th at 6pm; Board of Aldermen public hearing July 2 at 11 am.

Deborah J. Hill MPA AICP CFM CZO

Planning Director & Zoning Administrator

Town of North Topsail Beach

2008 Loggerhead Ct.

North Topsail Beach, NC 28460

Town Hall 910.328.1349

Direct 910.581.3008

Mobile 910.330.5047

dhill@northtopsailbeachnc.gov



Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may possibly be disclosed to third parties.

From: [William Younginer](#)
To: [Deb Hill](#)
Subject: Re: TRC: Special Use Permit Application #25-000333: Osprey-Crystal Shores Golf Cart Beach Parking
Date: Monday, May 12, 2025 10:32:17 AM
Attachments: [Outlook-Chief Badg](#)

Meets Police Department requirements and is recommended for approval.



William K. Younginer

Chief of Police

Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460

From: Deb Hill <dhill@northtopsailbeachnc.gov>
Sent: Monday, May 12, 2025 9:56 AM
To: Spirakis, Kirsten L <klspirakis@ncdot.gov>; William Younginer <chief@northtopsailbeachnc.gov>; Chad Soward <csoward@northtopsailbeachnc.gov>; Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>
Cc: Kate Winzler <kwinzler@northtopsailbeachnc.gov>; Alice Derian <aderian@northtopsailbeachnc.gov>
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Deborah J. Hill MPA AICP CFM CZO
Planning Director & Zoning Administrator
Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460

Town Hall 910.328.1349
Direct 910.581.3008
Mobile 910.330.5047
dhill@northtopsailbeachnc.gov



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Osprey Beach Access Supplemental Information

Parcel 768-7

Attachments to Special Use Permit

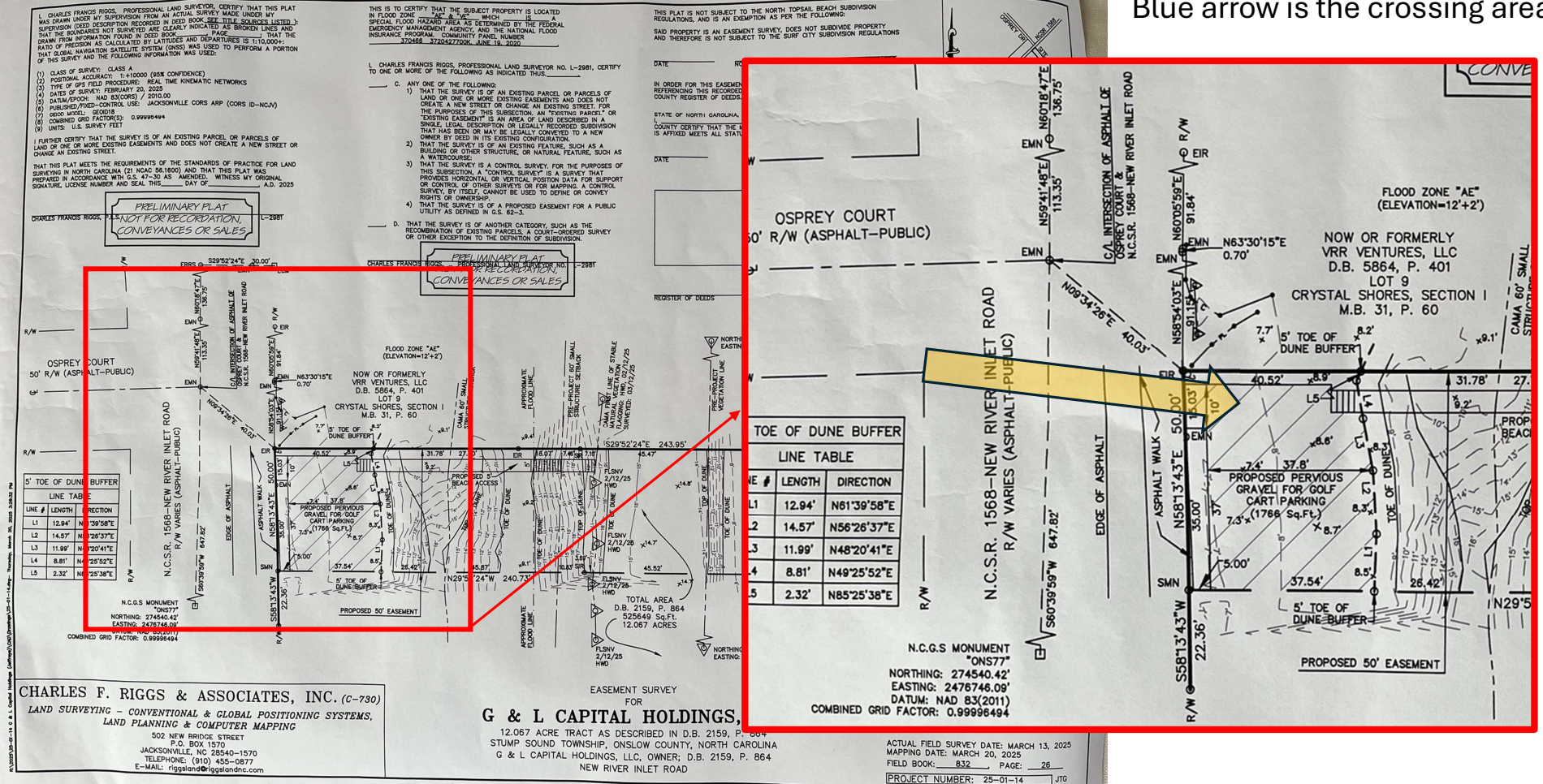
- Revised Survey – *Charles Riggs working on the updates.*
- Original Survey
- Original Survey Signed
- Osprey – G&L Capital Holdings Lease
- Permit for Crossover
- Inspection for Crossover
- Agent Authorization

Table of Contents

- Survey showing crossover area
- Picture of newly constructed wood crossover
- Pictures of crossing showing angle of crossing (almost perpendicular)
- Picture of Cape Isle Crossing
- Picture of vehicles crossing multi use path at adjacent lot

Original Survey – Crossover area

Blue arrow is the crossing area



Original Survey – Crossover area



Newly constructed dune cross over



Crossing NRI road and Multi Use Path



Crossing Path



Picture taken from private property line standing on the multi use path at north edge of property where proposed gravel lot would start

Crossing NRI Road

Crossing Path

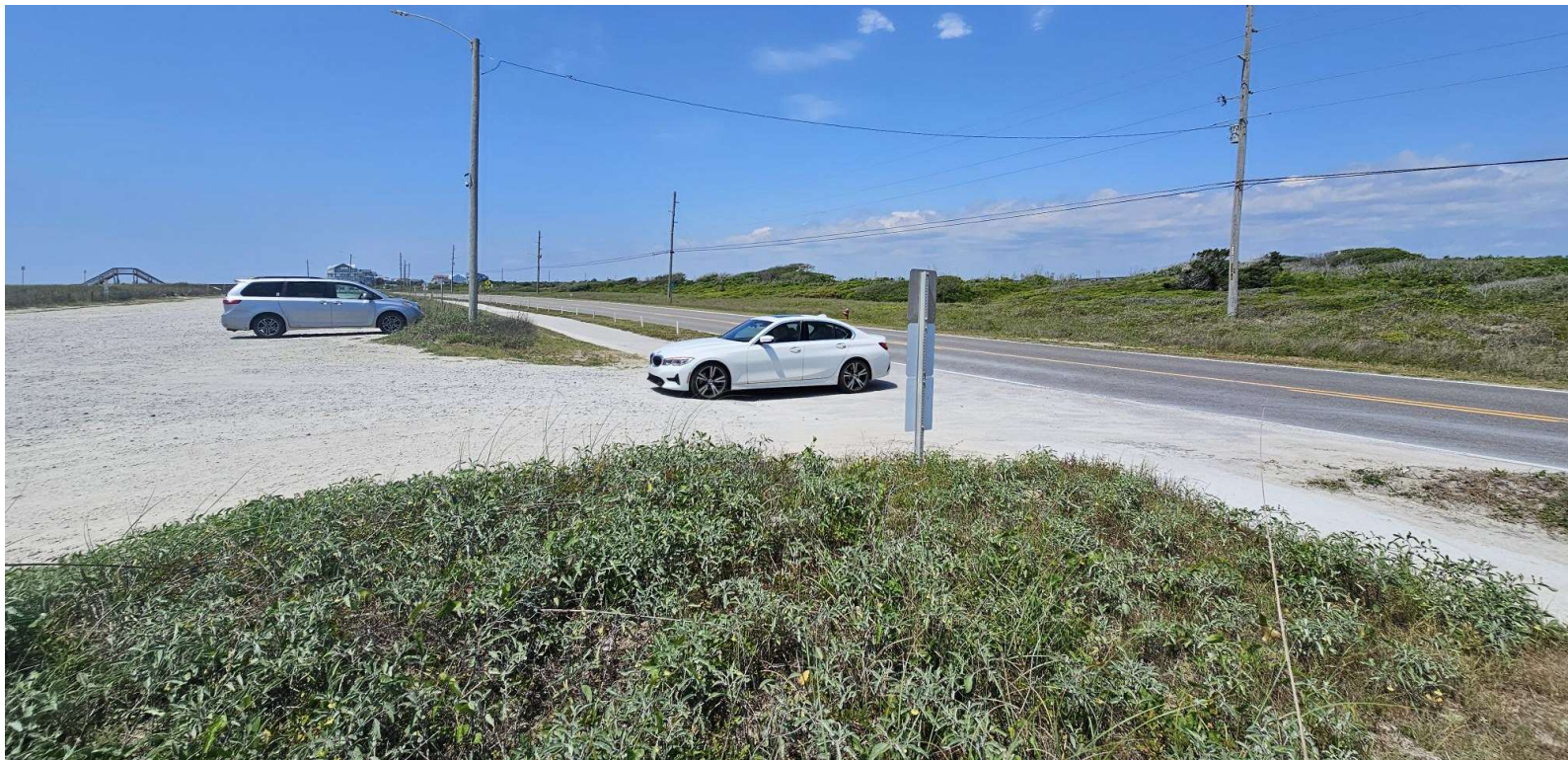


Cape Isle Crossing

Cape Isle crossing is currently at a longer, more diagonal crossing that the proposed Osprey crossing.



Automobiles crossing multi use path in adjacent lot



The multi use path is currently crossed by automobiles in the adjacent property – public parking area

Proposed Signage

Grey to get from Dave.

Deborah Hill MPA AICP CFM CZO Direct 910.581.3008 dhill@northtopsailbeachnc.gov

DOCKET/CASE/APPLICATION NUMBER
SUP25-000002

APPLICANT/PROPERTY OWNER
CARRIGAN FAMILY FOUNDATION LTD

PUBLIC HEARING DATE
BOA 07 02 2025 1100

PROPERTY ADDRESS/LOCATION
2181 NEW RIVER INLET RD (Lot 23 &
22) 778C-169, 778C-169.24

BRIEF SUMMARY OF REQUEST

Mr. Chris Carrigan requests a modification to the Conditional Use Permit 10-001 for the Palm Tree Market and Tiki Bar. He would like to keep the existing structures and add additional parking. He's not sure what structures are not compliant, but states he is willing to work with the town. He states that he is trying to find a noise buffer solution.



MAP SOURCE

Onslow County GIS 2024 aerial

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
B-1	COMMERCIAL	NORTH R-8 EAST R-8 SOUTH R-5 WEST R-10	COMMERCIAL 1982 COVERED PORCH 1982 WOOD DECK 2019 WOOD DECK 2019 BLACK TOP 1982 SHED 2006	Lot 22 0.2307 Acres Lot 23 0.3970 Acres <hr/> Total 0.6277 Acres

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS *SEE PRESENTATION

DENY

<p>COMPATIBILITY with the COMPREHENSIVE PLAN</p> <p>Future Land Use classified as Mixed Use Business.</p>	<p>PROPERTY HISTORY</p> <p>Compatibility with the planned development (or other controlling documents); traffic/parking; public works/utilities; engineering/flood plain/soil; building code/fire or design</p> <p>CU-10-01 and “<i>Palm Tree Market Commercial Site Plan</i> by Weston Lyall PE, PLS dated 05/25/2010: Sean Cook obtained permits for the proposed development and passed final inspections in July 2010. Subsequently, front and back patios, sound stage not indicated on approved site plan and built without permits; handicap ramp removed; increased tables/chairs increased the required parking; no parking plan submitted; covered deck enclosed without permits and in violation of UDO Art 7 Flood Damage Prevention Ordinance.</p> <p>SPA23-000001: authorized addition of a commercial electrical vehicle charging station.</p>
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COMPATIBILITY with the ZONING ORDINANCE

UDO § 2.23 COMMERCIAL PLAN REVIEW. (A) *Commercial plan* and design requirements . (1) Development *plans* involving new construction of *commercial* space must be approved by the Board of Aldermen before issuance of a zoning permit. UDO Article 4 allows Alcoholic beverages, packaged retail sales (accessory, principal) by Special Use Permit; Convenience store permitted by right; Retail uses require 1 parking space for each 200 square feet of gross floor area; lounges require 1 parking space for each 4 seats at tables, and 1 parking space for each 2 seats at counters or bars, plus 1 parking space for each 2 employees.

ATTACHMENTS (CIRCLE)

SUBMITTED PLANS
(CUP 10-0001)

PUBLIC HEARING PETITION/
APPLICATION FORM

LEGAL NOTICE

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

Staff presentation pdf



PERMIT APPLICATION

Permit Summary SUP25-000002

Type: Special Use Permit
 Application Date: 06/06/2025
 Address: 2181 NEW RIVER INLET RD
 Description: modification to CUP10-1
 Applicant: Carolina Custom Investment Properties, LLC chris carrigan

Full Application:

Applicant Name: chris carrigan
 Applicant Email: chris@gpagency.com
 Applicant Address: 3200 Gray Street North Topsail NC 28460
 Applicant Company Name: Carolina Custom Investment Properties, LLC
 Applicant Company Address: 1133 shadow lake drive raleigh NC 27615
 Applicant Home Phone: (919) 332-1055
 Applicant Cell Phone:
 Applicant Work Phone:
 Apply Storm Damage Credit: 0
 Zoning District: B-1
 CAMA Approval: N/A
 Property Owner: CARRIGAN FAMILY FOUNDATION LTD - Chris Carrigan
 Are you the property owner? Yes

Signature: [signature.png](#)
 Site plan or plot plan: [sketch.jpg](#)
 System Email: [Your application has been received.htm](#)

ACKNOWLEDGMENT

I hereby certify that all information above is true and correct. That all work under this permit shall comply and conform to all Town ordinances, State and Federal laws pertaining thereto, whether specified or not, and in accordance with any plans submitted or required to be submitted regulating building codes and building construction in the Town of North Topsail Beach, NC. I further agree to remove all construction debris from the site when completed, and that I am the owner or authorized by the owner to do the work described in this permit.

Permit shall be void if construction authorized by permit shall not have been commenced within six (6) months after the date of issuance thereof, or if after commencement of construction, the work shall be discontinued for a period of twelve (12) months, work shall not be resumed until the permit has been


renewed.

Section V, ItemB.

All final inspections are mandatory before occupancy. All work shall be performed by a licensed contractor in the state. It is unlawful and illegal to occupy any building before final inspection and a certification of occupancy has been issued. All fees are non-refundable after 60 days.





 **PERMIT PROJECT**
FILE #: 25-000418
2181 NEW RIVER INLET RD NORTH TOPSAIL BEACH NC 28460
MODIFICATION TO CUP10-1

Section V, ItemB.



PERMIT #: SUP25-000002

Permit Type
Special Use Permit

Subtype
Special Use Permit ▼

Work Description:
modification to CUP10-1 ✍

Applicant
Carolina Custom Investment Properties, LLC - chris carrigan ▼

Status
Online Application Received ▼

Valuation
0.00



FEES & PAYMENTS

Plan Check Fees 0.00

Permit Fees 500.00

Total Amount 500.00

Amount Paid 0.00

Balance Due 500.00

☐ Non-Billable



PERMIT DATES

Application Date
06/06/2025

Approval Date

Issue Date:

Expiration Date:

Close Date

Last Inspection

FOR OFFICE USE ONLY

☐ Apply Storm Damage Credit

Zoning District
B-1 ▼

CAMA Approval
N/A



PROJECT INFORMATION

Property Owner
CARRIGAN FAMILY FOUNDATION LTD - Chris Carrigan



Are you the property owner?
Yes



I hereby petition the Town of North Topsail Beach for a SPECIAL USE permit to allow the following
Modification to CUP 10-1

Findings: In granting the permit, the Board of Aldermen *shall* make a written decision that identifies the key facts of the case and applies these facts to the following standards. The Board must find that all of these conditions exist, or the application will be denied.

The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare; **Statement by Applicant**

We would like to keep the existing structures and add additional parking. I'm not sure what structures are not compliant, but we are willing to work with the town. We are trying to find a noise buffer solution

The use or development complies with all required regulations and standards of this Ordinance and with all other applicable regulations; **Statement by Applicant**
We want a safe environment for our beach population. We will look at planting taller noise killing trees. The flip side is some residents will lose their view.

The use or development conforms to the plans for the land use and development of Town of North Topsail Beach as embodied in this Zoning Ordinance and in the Town of North Topsail Beach CAMA Land Use Plan; **Statement by Applicant**
The land is zoned commercial, and we feel we have done our best to satisfy the town.

DOCUMENTS

Site plan or plot plan
[sketch.jpg](#)



Other documents



ACKNOWLEDGEMENT

General provisions (reference UDO Sec. 2.06.04 Special Use Permits)

Section V, ItemB.

A. Additional Conditions: In granting the Special Use Permit, the Board may designate additional conditions that will, in its opinion, assure that the proposed location will be harmonious with the area in which it is proposed to be located, is within the spirit of this Ordinance and clearly in keeping with the public welfare. All such additional conditions shall be entered into the minutes of the meeting, at which the Special Use Permit is granted, on the Special Use Permit itself and on the approved plans. The Special Use Permit and any other specific conditions shall run with the land and shall be binding on the original applicants, their heirs, successors and assigns.

I hereby certify that all information above is true and correct. That all work under this permit shall comply and conform to all Town ordinances, State and Federal laws pertaining thereto, whether specified or not, and in accordance with any plans submitted or required to be submitted regulating building codes and building construction in the Town of North Topsail Beach, NC. I further agree to remove all construction debris from the site when completed, and that I am the owner or authorized by the owner to do the work described in this permit.

Permit shall be void if construction authorized by permit shall not have been commenced within six (6) months after the date of issuance thereof, or if after commencement of construction, the work shall be discontinued for a period of twelve (12) months, work shall not be resumed until the permit has been renewed.

All final inspections are mandatory before occupancy. All work shall be performed by a licensed contractor in the state. It is unlawful and illegal to occupy any building before final inspection and a certification of occupancy has been issued. All fees are non-refundable after 60 days.

Applicant is responsible for all transcript expenses. In addition to the fee, a \$150 deposit for transcript is required. All cancellations must be received at least 48 hours before the start of the public hearing and refunds are subject to a \$150 cancellation fee.

Signature

signature.png



FEES



FEE	DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Filing Fee				350.00
Transcripts Fee				150.00
Plan Check Fees				0.00
Permit Fees				500.00
Total Fees				500.00

PAYMENTS



DATE	TYPE	REFERENCE	NOTE	RECEIPT #	RECEIVED FROM	AMOUNT
					Amount Paid	0.00
					Balance Due	500.00



Planning Board

CASE #SUP25-000002 (CHRIS CARRIGAN)

An application by Chris Carrigan to modify conditional use permit CUP-10-0001 issued to operate a convenience store ("Palm Tree Market"), located at 2181 New River Inlet Road (Tax ID #778C-169 and 779C-169.24) to include an outside bar ("Tiki Bar") and beach equipment rentals and EV charging station (SPA23-000001)

Background

Palm Tree Market & Tiki Bar



Google Street View February 2024

CU-10-01

Public Hearing

On June 14, 2010, the Board of Aldermen conducted a public hearing Conditional Use Permit #CU-10-01 to consider request to operate a convenience store (“Palm Tree Market”), located at 2181 New River Inlet Road (Tax ID #778C-169 and 779C-169.24) to include an outside bar and beach equipment rentals at 2181 New River Inlet Road.

CU-10-01

Approval

Mayor Pro Tem Yawn read the suggested motion: “That after consideration of each of the policy guidelines outlined in Section 7-163, the Board of Aldermen approves the conditional use application by Sean Cook to operate a convenience store (“Palm Tree Market”), located at 2181 New River Inlet Road (Tax ID #778C-169 and 779C-169.24) to include an outside bar and beach equipment rentals.”

Alderman Lanci seconded the motion. The motion passed 4 to 1 with Alderman Farley voting against.

CU-10-01

Permits & Inspections

Based upon the Board's approval of CU-10-01 and "*Palm Tree Market Commercial Site Plan*" by Weston Lyall PE, PLS dated **05/25/2010**, Sean Cook obtained permits for the proposed development and passed final inspections in July 2010.

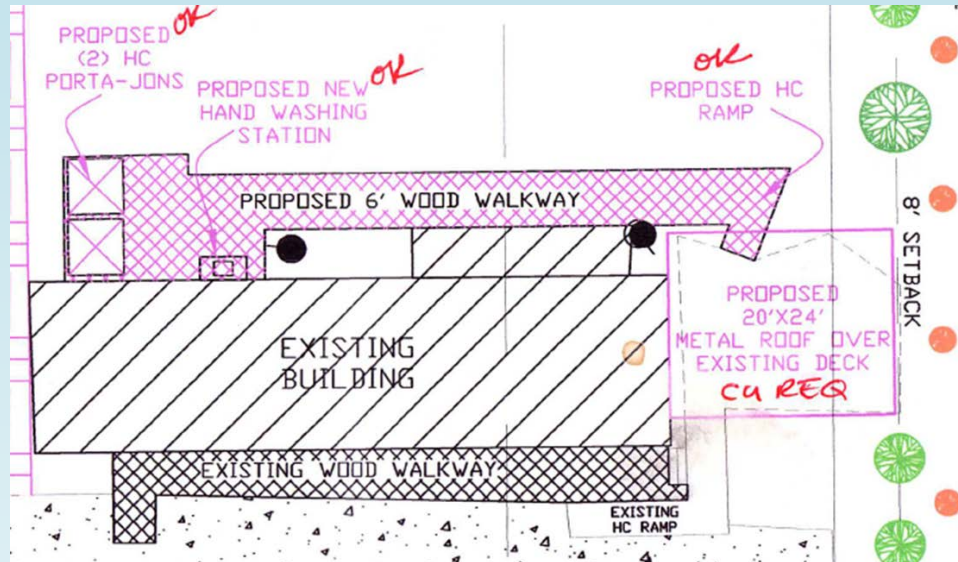
BLD-100191, PLA-100191: 1 ST PHASE
PORTALETTES LIGHTING OUTDOOR
SINK WALKWAY TO PORTA JOHNS.
PHASE 2 ROOF OVER OUTDOOR DECK.
778C-169 (passed Bldg Insp 7/9/2010;
Zoning Insp 7/13/2010)



Google Street View Nov 2013

CU-10-01

Excerpt of “*Palm Tree Market Commercial Site Plan* by Weston Lyall PE, PLS dated 05/25/2010



EagleviewExport aerial of Palm Tree Market & Tiki Bar 01/25/2018 - 03/16/2018



SPA23-000001

On April 5, 2023, the Board of Aldermen conducted a public hearing SPA23-000001 to consider the addition of a commercial electrical vehicle charging station.

Alderman Pletl motioned to approve the application to install electric vehicle charging stations as presented: seconded by Alderman Grant; unanimously approved.

TRC
NCDOT
FC
PC
PW
OCM

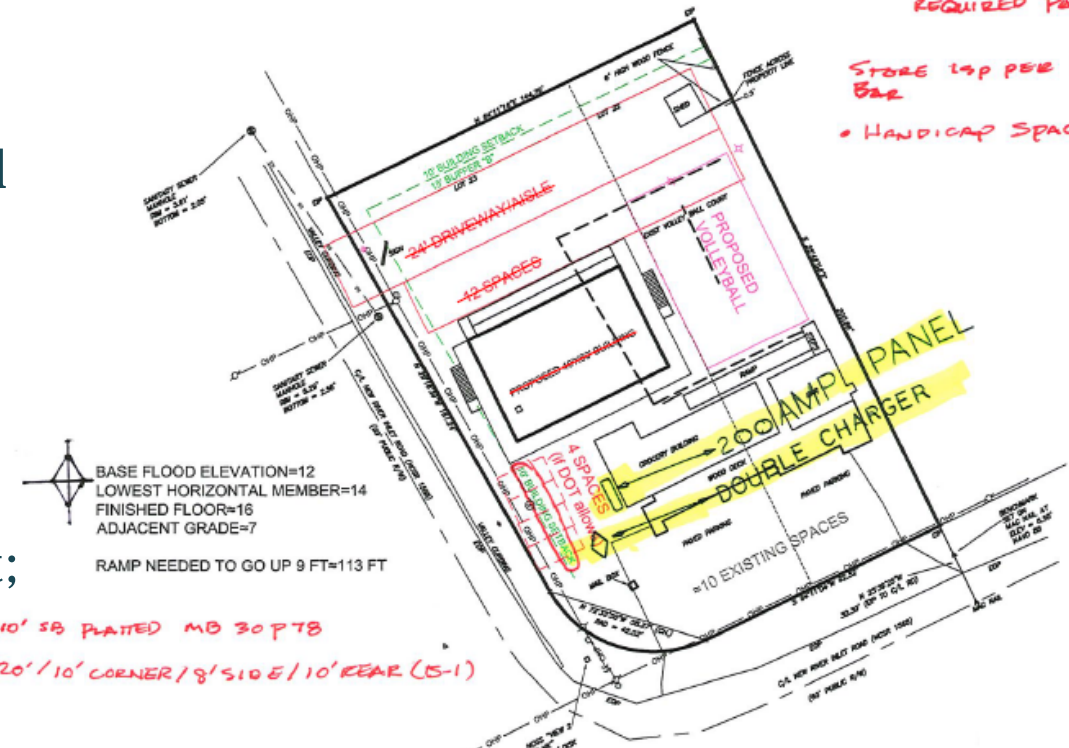
SITE PLAN WITH
40X60 BUILDING

Section V, ItemB.

ZONED B-1 COMMERCIAL
REQUIRED PARKING

STORE 1 SP PER 200²
BAR

• HANDICAP SPACE SIGN



PAM23-000001	Pre-Application Meeting	Install Electrical Vehicle Charging stations and add new 200 amp service for them	Complete		
E23-000183	Commercial	Install Electrical Vehicle Charging stations and add new 200 amp service for them. Duplicate application to E22-000348.	Denied		05/07/2025
E22-000348	Commercial	Install service for and hook up EV charging station. meter panel combo will be installed on the south end of the bar outside approximately 5 feet above the ground level. the charging units will be mounted at grade level. New 200 amp service. Condition: Since there will be 2 electrical services proposed, permanent plaques denotating the 2 separate services shall be installed on all service panels, subpanels, etc. Condition: All electrical hazards identified in the last Fire Inspection shall be resolved, inspected and approved by the Fire Chief, prior to approving meter set for EV Charging Station.	Closed	09/15/2023	01/19/2025
ZFP22-000222	Commercial	Install service for and hook up EV charging station. meter panel combo will be installed on the south end of the bar outside approximately 5 feet above the ground level. the charging units will be mounted at grade level. Condition: Since there will be 2 electrical services proposed, permanent plaques denotating the 2 separate services shall be installed on all service panels, subpanels, etc. Condition: All electrical hazards identified in the last Fire Inspection shall be resolved, inspected and approved by the Fire Chief, prior to approving meter set for EV Charging Station.	Closed	09/15/2023	03/15/2024

2025 ABC Permit Application Inspection/Zoning Compliance

Section V, ItemB.

The owner, Chris Carrigan submitted an ABC permit application. The Inspection/Zoning Compliance form must be completed by the building, fire and zoning officials before a permit will be issued. In staff's analysis of zoning compliance, a review of past permits and an inspection was conducted on or about May 21, 2025. I noted the following zoning noncompliance items not in compliance with the site plan by Weston Lyall, PE for Palm Tree Market; Conditional Use Permit CU-10-01 approved by the Board of Aldermen on June 14, 2010; SPA23-000001 and EV charging station site plan:



Noncompliance



Front and back patios,
sound stage not indicated
on approved site plan
and built without
permits.

Handicap ramp removed.



Noncompliance



The increased tables/chairs increase the required parking

Recommend remove or submit site plan with parking plan for commercial plan review § 2.23. Replace handicap ramp.



Table 6-5 Parking Requirements (excerpt)

Land Uses	Required Parking	Number of Spaces Required
Convenience Store 840 square feet (Retail uses, financial institutions, civic and fraternal clubs and community centers)	1 parking space for each 200 square feet of gross floor area	4 parking spaces
Tiki Bar (Restaurants, cafeterias, private clubs and lounges)	1 parking space for each 4 seats at tables, and 1 parking space for each 2 seats at counters or bars, plus 1 parking space for each 2 employees	Estimate 2 4-tops; 10 bar stools; 1-2 employees = 8 parking spaces
EV Charging Station	SPA23 000001 EV CHARGING STATION Site Plan	4 parking spaces
	Estimate Total Required	16 parking spaces

2025 ABC Permit Application Inspection/Zoning Compliance

Section V, ItemB.

Covered deck enclosed without permits.

A non-residential structure that does not meet the accessory structure definition must be elevated or floodproofed.

Recommend removing walls and using lattice to bring the structure into compliance.

