



# Town of North Topsail Beach Planning Board Agenda

Thursday, January 11, 2024, at 6:00 PM

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

(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)

*Planning Board: Hanna McCloud – Chair, Susan Meyer – Vice Chair, Scott Morse, Lisa Brown, Teri Ward, Fred Fontana (Alternate), Stu Harness (Alternate).*

*Staff: Deb Hill MPA AICP CFM CZO – Planning Director, Kate Winzler CMC, NCCMC – Clerk*

## I. CALL TO ORDER

## II. OATH OF OFFICE

## III. ADOPTION OF AGENDA

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

## IV. APPROVAL OF MINUTES

A. November 9, 2023 – Regular meeting

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

B. November 30, 2023 – Joint meeting with the Board of Aldermen

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

## V. PUBLIC COMMENT

## VI. NEW BUSINESS

A. COMMERCIAL PLAN REVIEW: SEAVIEW FISHING PIER

***Vice Chair may request a motion. Possible motion:***

***that the Planning Board recommends to the Board of Aldermen to conduct a public hearing on February 7, 2024, at 11:00 a.m. to review and approve the development plan as indicated in attachments 1-7 with the condition of repair and maintenance of the driveway connections to the asphalt of New River Inlet Road.***

## 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.*



# Town of North Topsail Beach Planning Board Regular Meeting Minutes

Thursday, November 9, 2023, at 5:30 PM

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

(910) 328-1349 | [www.northtopsailbeachnc.gov](http://www.northtopsailbeachnc.gov)

**Planning Board:** Chair Hanna McCloud, Lisa Brown, Vice Chair Susan Meyer, Teri Ward

ABSENT: Scott Morse, Alternate Stu Harness

**Staff:** *Deborah J. Hill MPA AICP CFM CZO – Planning Director, Kate Winzler CMC, NCCMC – Clerk*

## I. CALL TO ORDER

Chair McCloud called the meeting to order at 5:31 p.m. and made the following announcements.

November is American Indian Heritage Month. The tribal community of North Carolina is the foundation of the rich history of our state.

North Topsail Beach is home to about 125 service members and veterans. This Saturday, November 11th, we honor all men and women who have served and sacrificed to preserve our freedoms and continue to make a positive impact in their communities.

Wednesday, November 15th at 6 pm, is the 2nd Annual Christmas Tree Lighting, with Santa, hot cocoa & cookies served by Girl Scout Troop #361, the Sneads Ferry Presbyterian Choirs, face painting and the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.

## II. ADOPTION OF AGENDA

Motion to adopt the agenda made by Ms. Brown, seconded by Vice Chair Meyer. Motion passed unanimously, 4-0.

## III. APPROVAL OF MINUTES, PLANNING BOARD SPECIAL MEETING - OCTOBER 19, 2023.

Motion to approve the October 19, 2023, Special Meeting Minutes made by Vice Chair Meyer, Seconded by Mrs. Ward, motion passed unanimously, 4-0.

## IV. PUBLIC COMMENT

Alderman Grant addressed the Planning Board. He said he wanted to make sure there was a discussion. He had read through the stuff in the planning board packet. When he had a discussion with your chairman, it was about organizational issues. That's the only reason that he wanted to pull all the stuff off the other agenda. Because he thought after talking to the chairman that we needed to sit down together - both Planning Board and the Board of Aldermen - work through all the stuff that we've got and see what the right way to proceed was and so we're moving forward with that and that he believes what's going to happen from talking to Alice is that the the town attorney will be there too to kind of work

with all of us so he thinks that's a good way to go forward on it. But just a clarification because he saw on there he really didn't have anything on there the other thing too and that he actually mentioned to the chairman when he came in somebody posted on Facebook that he was in favor of a three-person Planning Board and that is not what he said. He said that what he said was the statute says three people. He stated that he was not in favor of a three-person planning board. He said that he thought that would be a mistake but he is only one person. He stated that he did not know how that got out there and that it is one of those things that keeps getting posted. He stated that he wanted to assure the Planning Board and that he was looking at the Planning Board Bylaws and it says that the mayor may appoint one member of the Board of Aldermen as a liaison member to the Planning Board and that it was not going to be him. He stated that when he talked to the Chairman, they were talking about the need to get the organizational issues resolved, figure all that kind of stuff out, so we can move together forward.

**V. NEW BUSINESS**

**A. USE STANDARDS FOR OCEAN HAZARD AREAS EXCEPTIONS**

Planning Director Hill presented the following background information:

On August 2, 2023, the Board of Aldermen reached consensus directing the Town Manager to work through the Planning Board and Director to address the following issues and come back to the Board of Aldermen with recommendations at its October meeting:

The Planning Board reviewed and discussed 15A NCAC 07H .0309 Use Standards for Ocean Hazard Areas: Exceptions. at the regular meeting on August 10, 2023, and continued at a special meeting held on October 19, 2023. As new members may not be as familiar with the subject matter and background, the Planning Board discussed options on how to proceed; table it, make a decision, send it back, or request a joint workshop for clarification of the Board's expectation.

The consensus of the Planning Board was to request a joint workshop with the Board of Aldermen, as the questions were considered too general and lacked specificity to facilitate proper analysis. The Planning Board requested that Ms. Hill gather additional information for review, to include items in C. Moore, Executive Officer, Wilmington-Cape Fear Home Builders Association email and other coastal towns' oceanfront setback requirements.

The request for a joint workshop was included in the Planning Board Committee Report to the Board of Aldermen. On November 1, Alderman Grant made a motion to remove from the agenda, under IX. Continued Business: D. Planning Board membership (Alderman Grant) and E. Discussion and possible action regarding UDO Article 2, "et seq"(Attorney Edes). He stated that he had a number of discussions with the Planning Board Chair and some of the members they had a suggestion, which he supports that the Board of Aldermen and Planning Board have a meeting rather than going back and forth.

**VI. NEW BUSINESS**

**A. BYLAWS, RULES OF PROCEDURE AND COMPOSITION**

The Planning Director presented the following background:

At the Board of Aldermen meeting on November 1, 2023, Alderman Grant made a motion to remove from the agenda, under IX. Continued Business: D. Planning Board



membership (Alderman Grant) and E. Discussion and possible action regarding Article 2, "et seq"(Attorney Edes). He stated that he had a number of discussions with the Planning Board Chair and some of the members had a suggestion — which he supports — that the Board of Aldermen and the Planning Board have a meeting (to discuss Oceanfront setback directive), rather than going back and forth.

Alderman Grant also requested to remove the second item, as he explained that essentially, it's a three-component thing; 1) Where — in our code of ordinances — are these going to be located, in the UDO or not?; 2) Rules and Procedures for the Boards, themselves; and then, 3) The ethics policy and procedures for appointment policy that they had been discussing. Alderman Grant stated that he thinks it's best to address those after a joint meeting.

Alderman Grant and the Town Attorney discussed that with the current board structure, the Planning Board can still meet and function and everything else; that the ordinance says we have a 7-member board and there are 2 vacancies right now. If you treat that the same way that you would the Board of Alderman on a vacancy, then a quorum would be 3; it's probably safer since it is a 7-member board, in theory, to have a quorum of 4, but as long as there's a quorum, they can continue to meet and conduct business.

The Planning Director presented background information on each of the following:

- Planning Board Duties and Responsibilities
- Bylaws (2002)
- Rules of Procedure (revised and readopted September 9, 2022).
- Composition (referencing Ordinances dated 3-5-1992; 6-6-2002)
- Comparison to Other Local Planning Boards

The Planning Director made the following recommendation.

Recognizing that the Board of Aldermen have the unquestionable and legal prerogative to amend the Planning Board Bylaws, Rules of Procedure and Unified Development Ordinance §2.02.02 (A) and (B), these documents have served to foster two well-organized and functioning boards. On this basis, that the Planning Board recommends to the Board of Aldermen, that no changes be made, as:

1. A 7-member, 2-alternate composition allows for the routine absence of some members, while still having the ability to have a quorum and carry out its duties and responsibilities, without delay;
2. 7 members and 2 alternates provide a diverse sampling of the overall concerns and priorities of the citizens of North Topsail Beach, while still allowing for civil dialogue to form a consensus and provide sound and reasonable recommendations to the Board of Aldermen;
3. 7 members and 2 alternates provide greater opportunity for interested citizens to serve the Town;
4. 7 members and 2 alternates provide for alternates to become regular members, after having gained training and experience by actively participating in the execution of the duties and responsibilities of the Planning Board.

Chair McCloud stated that she thinks that pretty much says why we need to fill roster. If the Board of Aldermen want to change the ordinance, they have the right to do that. Hopefully at the workshop, we can bring some of these recommendations to them. We may have more recommendations, as well. She thinks that this is pretty comprehensive, but our major problem has been something unique in the 10 or 11 years that she's been on the board. In the last 18 months, we have had 5 people sell and move. Swantek's, Greens, Pat (Stigall), who was on both boards. Fred ( Fontana). Chair McCloud asked Deb Hill if anyone on the list would be interested. Deb Hill responded that she did not get a chance to check on that today but fortunately we have both the town manager and Ricky here. Ricky might have set that up, she did not ask Nancy. Previously, all the applications submitted for any committees that were applying for Board of Alman approval went to her through the Town Clerk's gmail account. There was some discussion on past procedures for processing applications.

Manager Derian clarified that the applications are coming in right now directly through the account that goes to the town clerk's email and myself. The town no longer has any gmail accounts. Those have all been deleted with regular .gov email accounts. Applications that we received, the list is provided to Deb, which would in theory go to the chairman for you all to look at and then I would take those to the Board of Aldermen, so everyone would be kept in the loop. But the applications would be sent to the Board of Aldermen too because ultimately they make the decision on appointments. so that would be something that would be an made them a discussion at the Joint meeting to determine um if if they desire to continue with that or if they just want to change that process and then the applications just go directly to the Board of Aldermen, but she is sure that they would not have any issues with the applications being shared with everyone, so everyone's on the same page.

Chair McCloud stated that we just need to get some kind of process. But with all the changes that are made almost seems monthly and definitely quarterly whether it's staff or whether it is Aldermen or Planning Board. The last 18 months with changes and so this is something that needs to be looked at and get some kind of a structure so that we don't miss anyone because we need people.

Mrs. Ward asked if there was a precedent where someone was an alternate before they were on the boards or if that is the way it has always been. Chair McCloud stated that is the way it has always been and added, if they are available.

Mrs. Derian notified the Planning Board that she received a tentative date of November 30th at 10:00 a.m. for the joint workshop.

The consensus of the Planning Board is to recommend to the Board of Aldermen, the recommendations presented by the Planning Director.

**VII. DISCUSSION**

None.

**VIII. ADJOURNMENT**

Motion to adjourn made by Vice Chair Meyer, Seconded by Ms. Brown, passed unanimously 4-0.

Meeting adjourned at 7:15 p.m.



Joann M. McDermon, Mayor  
Mike Benson, Mayor Pro Tem

Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Fred Fontana  
Richard Grant  
Tom Leonard  
Connie Pletl

Nancy Avery  
Interim Town Clerk

Joint Board of Aldermen and Planning Board Work Session  
November 30, 2023  
**MINUTES**

The Town of North Topsail Beach Board of Aldermen and the Planning Board held a joint work session on November 30, 2023. A quorum of both boards was present. Town Attorney Edes was in attendance.

Board of Aldermen members present: Mayor Joann McDermon, Mayor Pro Tem Benson, Aldermen Connie Pletl, Fred Fontana, Richard Grant and Tom Leonard.

Board members absent: None

Planning Board members present: Chair Hannah McCloud, Scott Morse, Susan Meyer, Lisa Brown, Teri Ward and Stu Harness (alternate).

Planning Board members absent: None

Staff present: Town Manager Derian, IT Director Ricky Schwisow, Planning Director Deb Hill, Permit Specialist Kate Winsler, and Interim Town Clerk Nancy Avery.

Call to order

*Board of Aldermen*

Mayor McDermon called the Board of Aldermen to order at 10:00 am, welcomed the Planning Board members and requested a motion to adopt the agenda.

Mayor Pro Tem Benson requested the addition of a new topic under agenda item # 3 ‘Planning for the future’.

**Motion** – Alderman Grant made a motion to adopt the agenda as amended with the addition of a new item ‘Planning for the future’ under # 3; seconded by Alderman Leonard; unanimously approved.

*Planning Board*

Chair McCloud called the Planning Board to order at 10:04 am and requested a motion to approve the agenda.

Motion – Member Brown motioned to adopt the agenda as amended; seconded by Member Harness; unanimously approved.

Introductions

Mayor McDermon asked all members on both boards to go around the room and introduce themselves.

Discussion topics

1. Roles and Duties - Town Attorney Edes reviewed North Carolina General Statute (NCGS) 160D-301 regarding composition and duties of a planning board as follows:

*Composition - a local government may by ordinance provide for the appointment and compensation of a planning board or may designate one or more boards or commissions to perform the duties of a planning board. A planning board established pursuant to this section may include, but shall not be limited to, one or more of the following: (1) A planning board of any size or composition deemed appropriate, organized in any manner deemed appropriate; provided, however, the board shall have at least three members.*

*Duties. – A planning board may be assigned the following powers and duties:*

*(1) To prepare, review, maintain, monitor, and periodically update and recommend to the governing board a comprehensive plan, and such other plans as deemed appropriate, and conduct ongoing related research, data collection, mapping, and analysis.*

*(2) To facilitate and coordinate citizen engagement and participation in the planning process.*

*(3) To develop and recommend policies, ordinances, development regulations, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner.*

*(4) To advise the governing board concerning the implementation of plans, including, but not limited to, review and comment on all zoning text and map amendments as required by G.S.160D-604.*

*(5) To exercise any functions in the administration and enforcement of various means for carrying out plans that the governing board may direct.*

*(6) To provide a preliminary forum for review of quasi-judicial decisions, provided that no part of the forum or recommendation may be used as a basis for the deciding board.*

*(7) To perform any other related duties that the governing board may direct.*

Attorney Edes stated:

- The Planning Board is a valuable tool for the Board of Aldermen and most of the duties pertain to developing land use plans. By statute, the Planning Board is required to review and advise on zoning map amendments and zoning ordinances. The Aldermen may, and

it is not mandatory, but may have the Planning Board look at things such as development regulation text amendments.

- The Town of North Topsail Beach adopted the above Statute 160D-301 in its Unified Development Ordinance (UDO) as Section 2.01.
- There appears to be some confusion about the role of the boards.
- Essentially the Board of Aldermen creates and directs the Planning Board and the Planning provides advisory opinions to the Board of Aldermen.

Attorney Edes reviewed the current membership and terms of the Planning Board as follows:

<u>Regular Member Name</u>	<u>Term Expiration</u>
Hannah McCloud	May 15, 2024
Scott Morse	May 15, 2025
Teri Ward	May 15, 2026
Lisa Brown	May 15, 2025
Susan Meyer	May 15, 2026
Vacancy	May 15, 2024
Vacancy	May 15, 2026

<u>Alternate Member Name</u>	
Stu Harness	No terms for alternates
Vacancy	No terms for alternates

Alderman Grant said he was confused as to why alternates do not have terms.

Chair McCloud stated that by tradition alternates automatically move into a vacancy and take the term for that vacancy.

Mayor McDermon summarized the Planning Board current membership as five (5) regular members, two (2) alternate members and alternate members have no term.

Alderman Fontana said when he was on the Planning Board as an alternate, he automatically stepped up as a regular member when there was a vacancy. He asked if the Planning Board should have done that or the Board of Aldermen.

Alderman Leonard said he thinks we are not consistent with our Rules of Procedure.

Attorney Edes stated that moving alternates to regular membership is an action for the Board of Aldermen.

Chair McCloud said it was not kept intentionally from the Board of Aldermen. Over the years there have been many clerks, managers and boards and they (Planning Board) have only the ordinance to go by. Staff has responsibility to tell the Planning Board when things expire. She does not think there has been a time when it has not been brought to the Board of Aldermen. The last recommendation from the Planning Board to the Aldermen on appointments was not approved.

Roles and Duties board discussion points:

- Who is responsible for managing Planning Board roster of members and terms and giving notice to the Aldermen that terms are expiring (staff or Planning Board)?
- Who is responsible for advertising vacancies on the Planning Board?
- Who is responsible for getting applications for the Planning Board to the Aldermen?
- Who receives a resignation notice from a Planning Board member?
- No communication on applications received to the Planning Board for consideration when making a recommendation to appoint.
- Problems with attendance with only five (5) out of nine (9) members showing up for meetings.
- Alternates constantly end up sitting in and voting because there is not a quorum of regular members.
- Provisions in both by-laws and UDO that allow removal of a member(s) that does not come to meetings.
- The fact that the Planning Board did not recommend any new people to serve when there was a vacancy.
- Both the Planning Board and the Board of Adjustment should have different members.
- Need for list of names of Planning Board members and terms on the website to be transparent.
- Number of terms Planning Board members serve – maybe there should be a limit.
- Problems with communication with applicants when they apply as to whether the application was received or not.
- What are the attendance expectations?
- Differences in policies and UDO are causing confusion.

**Consensus** - Alderman Grant will draft the process for managing expiring terms and vacancies on the Planning Board to bring to the Board of Aldermen for discussion and approval at the January 2024 meeting.

Attorney Edes stated:

- All direction regarding terms, term limits, filling of regular member positions, filling of alternate member positions, or any movement between an alternate position to a regular position are at the direction of the Board of Aldermen.
- Legally, alternates should only be sitting with the Planning Board when there is a vacancy and only one per vacancy. Do not blur the lines by having alternates sit at the dais with regular members. A visual demarcation is important.

2. Rules of Procedure

Town Attorney Edes said he is adapting a suggested Rules of Procedure from the UNC School of Government for the Planning Board for approval by the Board of Aldermen. The composition of the Planning Board should be defined by ordinance, not policy and the Town has done that in the UDO. Appointment procedures for members may be in a policy, rather than ordinance.

Alderman Grant stated he wants the Board of Aldermen to discuss how many members it wants on the Planning Board. We should not be relying on an alternate to get a quorum. There is also disagreement between the UDO and policy.

### 3. Appointment Policy

Mayor McDermon asked both boards for opinions on appointment policy.

#### *Poll of both board members:*

Mayor Pro Tem Benson said he does not like the idea of alternates. Regular members should schedule their time around meetings. Seven (7) regular members with no alternates is okay or five (5) regular and two (2) alternates, but no more than seven (7) total members. Having alternates gives regular members the option to not attend because they know there are alternates.

Alderman Pletl stated she agrees with Mayor Pro tem Benson. She asked if there have been more people applying for boards or less.

Alderman Grant said he does not like alternates for committees. He would rather have five (5) regular members only. The Board of Adjustment could still have two (2) more for a total of seven (7). He did not want to appoint more Planning Board members until the Board of Aldermen decided the number of members.

Chair McCloud stated she was blindsided when the Board of Aldermen did not take the Planning Board's recommendation or follow the UDO by appointment a full board. This is why they wanted a meeting to discuss this with the aldermen.

Planning Board Member Meyer said alternates take their responsibility seriously. As an alternate, she took it as a learning and training time. She thinks alternates are important and necessary, especially in a tourism community. It is not a paid position and it is unrealistic to expect every person to attend every meeting.

Mayor McDermon said it is about the number and having a quorum to move forward because the board is talking about homeowner property rights which is very important. She said she wants a full board of regular members and does not like alternates. The Board of Alderman had discussion about whether to stream or record Planning Board meetings. Some Planning Board members did not want meetings to be streamed. It goes to transparency.

Attorney Edes clarified that the UDO states there shall be seven (7) members. That does not divest the Board of Aldermen of who they appoint. The Board of Aldermen is not derelict in its duty. The distinction is no different from the Board of Aldermen vacancy. The Board is not forced to appoint if the quality of candidates is not good.

Planning Board Member Harness stated he applied for an alternate position because of his job that requires him to travel. He did not apply for a regular member because of this. The alternate position gave him flexibility.

Alderman Leonard asked Planning Board member alternates how they feel about not getting to vote.

Planning Board Member Brown said she and Aldermen Fontana were alternates at the same time and there was probably not a meeting that one of them or both of them were not voting.

Alderman Fontana asked Attorney Edes what other towns do.

Attorney Edes said it varies town to town. Alternates are more prevalent for Board of Adjustment because of the need for a four/fifths (4/5) vote to obtain a variance which is a binding decision. Planning Board decisions are advisory.

Chair McCloud said that Holly Ridge has five regular members with three from town and two from the Extra Territorial Jurisdiction (ETJ) area, two alternates (one town and one ETJ). Surf City has eight (8) regular members with one from an ETJ, and two alternates. Topsail Beach has five regular members and no alternates.

Manager Derian stated in the last year there has been an uptick in volunteer applications for boards.

**Summary of poll of members**

Mayor McDermon summarized the outcome of the polling of both boards as follows:

- Five (5) regular members with two (2) alternates with a maximum of seven (7) total OR
- Maximum of seven (7) regular members with no alternates OR
- Five regular members with the option to appoint two (2) more regular or alternate members as needed for a maximum of seven (7) total members.

After more discussion, Mayor McDermon polled both boards again on the following suggestion:  
**Minimum of five (5) regular members with the option to add two (2) regular members for a maximum of seven (7) members. No alternates.**

Poll of both boards

Alderman Pletl – ok

Alderman Leonard - ok

Alderman Fontana – ok

Alderman Grant – ok

Mayor Pro Tem Benson – ok

Planning Board Chair McCloud – seven (7) members maximum but wants alternates

Planning Board Member Ward - there may be issues when a member has to recuse themselves and if there is a lower number of members, it could affect a quorum. She said she thinks an alternate is beneficial as it is a learning curve. We need seven (7) people of varying experiences to bring new people along.

Planning Board Member Harness – he prefers being an alternate because his job requires him to travel. He asked if there is a limit on the number of boards a person can serve on would an alternate be allowed to serve on another board.

Planning Board Member Meyer – no comment



Planning Board Member Morse – no comment  
Planning Board Member Brown – no comment

Alderman Leonard said the Planning Board is telling us they still want alternates to use as a training wheel. We need to listen to the Planning Board members and their opinion changed his vote.

#### 4. Attendance requirement

Both board members discussed what the attendance requirement should be with these highlights:

- It is usually three (3) consecutive meetings
- It could be three (3) consecutive or fifty percent (50%) of meetings missed
- Three (3) consecutive or one-third (1/3) of all meetings
- Maybe it should be a twelve (12) month period instead of a calendar year
- Maybe the term year should be used to determine absence
- If using the term year, make it clear the three (3) consecutive absences do not have to be within the term
- The minutes of the meeting need to reflect members present and absent

Planning Board Member Meyer stated she has been coming to meetings for a while and there are people on the board she has never seen at a meeting.

Alderman Pletl said a member can always resign and reapply if they know they will be away for a long period of time.

#### **Consensus on attendance policy**

Within the term of a member, there cannot be more than one-third (1/3) of meetings missed OR three (3) consecutive meetings (not term related)

#### 5. Code of Ethics

Town Attorney Edes stated he sent a draft Code of Ethics policy for review this morning to the manager and that is applicable for all boards and committees.

Mayor McDermon asked Board of Aldermen to provide feedback to Attorney Edes before the December meeting.

#### 6. Unified Development Ordinance

No discussion

#### 7. Future planning

Mayor Pro Tem Benson said he thought it would be good to include a discussion on future planning to determine what is needed for the Coastal Management Authority Act (CAMA) Land Use Plan update, swimming pool review to define different types, resiliency planning, sea level rise and long term planning for the Planning Board to look at and decide what is needed.

Alderman Grant disagreed stating it is incumbent on the Board of Aldermen to give the Planning Board direction on what they want them to work on.

Mayor McDermon said the direction needs to come from the Board of Aldermen to the Planning Board.

Alderman Leonard asked if sea level rise would be a topic for the BISAC committee and not the Planning Board.

**Summary**

Mayor McDermon stated follow ups from this meeting are:

- Alderman Grant to draft procedures on Roles/Responsibilities to include process for managing expiring terms and vacancies
- Attorney Edes is work with Planning Director Hill and Town Manager Derian on UDO changes after the draft is reviewed at the January meeting
- An update on policies and procedures will follow after the Board of Aldermen makes it decision
- Attorney Edes to decide where the member absence decision will be located – UDO or policy.

Planning Board Chair McCloud stated the Planning Board will wait for the Board of Aldermen to give direction so they are all on the same page.

Attorney Edes asked the Planning Board to develop a roster of members at its next meeting.

Adjournment

**Motion** – Planning Board Member Morse motioned to adjourn at 12:12 pm; seconded by Planning Board Member Ward; unanimously approved.

**Motion** – Alderman Leonard motioned to adjourn at 12:13 pm; seconded by Mayor Pro Tem Benson; unanimously approved.

\_\_\_\_\_  
Joann McDermon, Mayor

ATTEST: \_\_\_\_\_  
Nancy Avery, Interim Town Clerk

**STAFF REPORT** CONTACT INFORMATION  
 Deb Hill [dhill@northtopsailbeachnc.gov](mailto:dhill@northtopsailbeachnc.gov)

DOCKET/CASE/APPLICATION NUMBER  
 ZFP23-000234

APPLICANT/PROPERTY OWNER  
 SEAVIEW FISHING PIER LLC

PUBLIC HEARING DATE  
 February 7, 2024, 11:00 a.m.

PROPERTY ADDRESS/LOCATION  
 124 FISHING PIER LN (Tax Map # 774F-98)

**BRIEF SUMMARY OF REQUEST**

**Commercial Plan Review:** Applicant requests review and approval of plans for 15.5' x 28' (434 sf) restroom addition and a 6' x 6' uncovered deck attached to the existing commercial 51' x 34' building at Seaview Fishing Pier.



MAP SOURCE: Onslow County GIS 2022 Aerials with Zoning Layer

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
B-2	<b>BUSINESS (fishing pier)</b> The purpose of this district is to provide an area for fishing piers and fish houses.	North R-10 vacant East R-10 duplex South Atlantic Ocean West B-2 hotel	commercial 51' x 34' shed commercial pier	2.5 acres

STAFF RECOMMENDATION

APPROVE

**APPROVE WITH CONDITIONS**

DENY

<p><b>COMPATIBILITY</b> with the COMPREHENSIVE PLAN (CAMA LAND USE PLAN)                      Future Land Use: Mixed Use Business</p> <p><b>COMPATIBILITY</b> with the UNIFIED DEVELOPMENT ORDINANCE</p> <p>Pursuant to § 2.23, Development plans involving new construction of commercial space must be approved by the Board of Aldermen before issuance of a zoning permit. The Planning Board shall review and make recommendations prior to recommending action by the Board of Aldermen. In accordance with §2.15 (D), minor modifications shall follow the same development review and approval process required for issuance of the development approval in the review and approval of any major modification of that approval. The initial Planning Department review of this application is complete.</p>	<p><b>PROPERTY HISTORY</b></p> <p>Retail building and fishing pier established prior to incorporation of Town.</p> <p>The Building Inspector has reviewed the preliminary engineered building plans for the proposed addition to the Seaview Pier. The plans appear to meet the requirements of the 2018 North Carolina State Building Code. There may be minor changes related to existing features of the structure that will be examined by the Fire Chief and myself once construction of this addition begins. These changes may include additional "Exist" signs or relocation of existing exit signs, width of open travel distance to exits and other life/safety issues to the existing structure that will be resolved at that time. None of these issues affect the proposed addition and are typical when adding to an existing commercial structure.</p> <p>The Fire Marshall recommends that the emergency light above the exit door be moved to the center of the wall across from the bathroom doors due to not knowing what was going to be stored or how it would be stored in the storage room. A fire extinguisher will need to be mounted in the hallway. Periodic walk throughs will transpire while construction progresses.</p> <p>The Police Chief has reviewed plans and has no objections to proposal.</p> <p>The Public Works Director recommends that asphalt connection to New River Inlet Road be repaired.</p>
---	--

**ATTACHMENTS**

1. Preliminary Plot Plan
2. Engineered Plans
3. Elevation Certificate
4. V-Zone Certificate
5. DEQ Stormwater Permit #SW8971115MOD.SWU-103
6. CAMA Minor Permit 108-23
7. ONWASA Intention To Provide Sewer Service 11.17.2023



**NOTES**

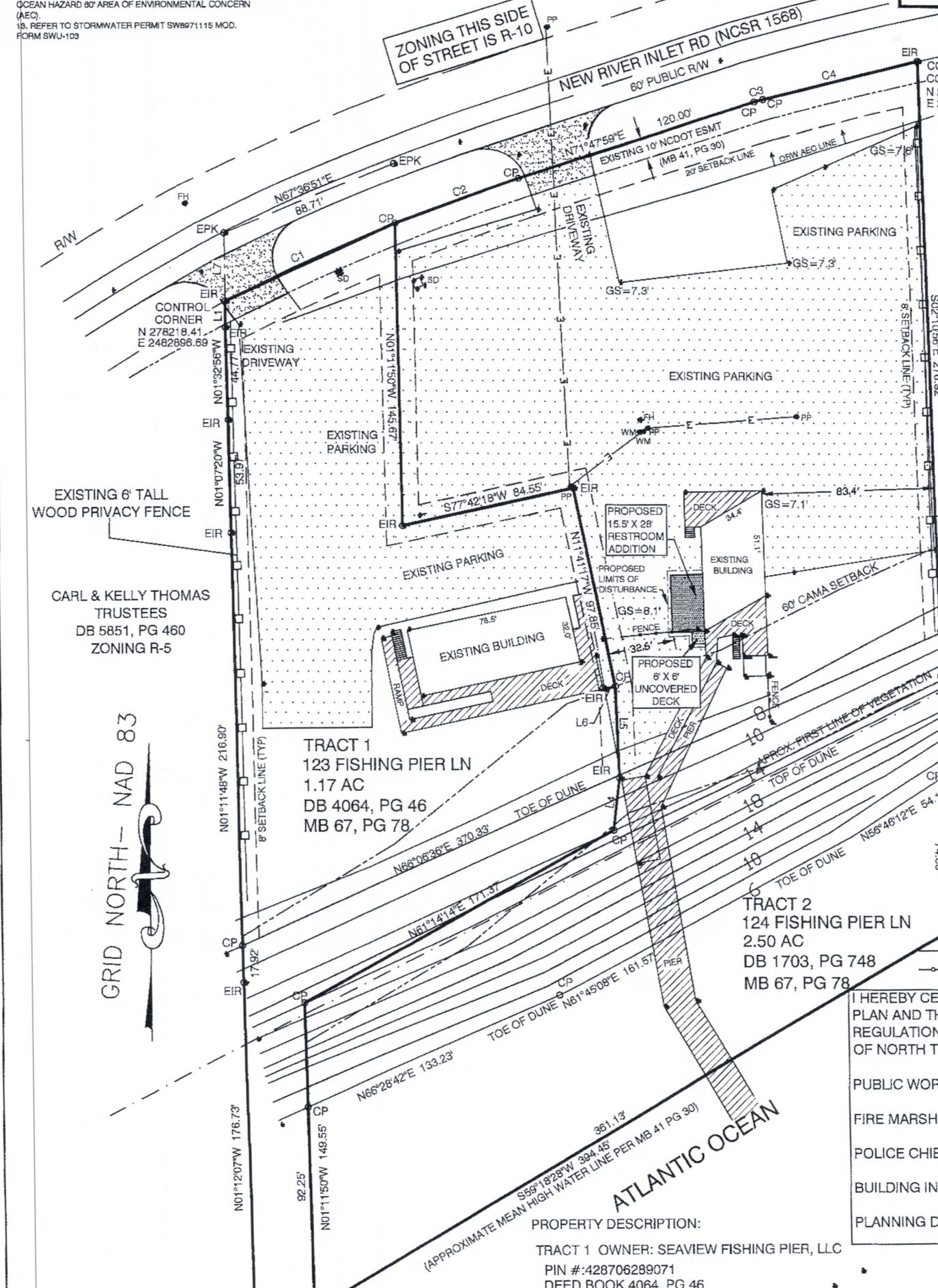
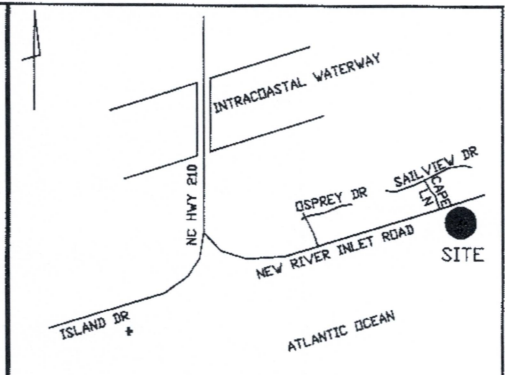
1. THIS SURVEY IS OF AN EXISTING PARCEL OF LAND.
2. SUBJECT TO RESTRICTIVE COVENANTS, EASEMENTS OF RECORD, ZONING ORDINANCE, & UNDERGROUND UTILITIES, IF ANY.
3. NO TITLE SEARCH BY SURVEYOR.
4. REFERENCES; MB 41, PG 30; MB 67, PG 78; DB 1703, PG 748; DB 4064, PG 46
5. THIS PROPERTY IS LOCATED IN A SPECIAL FLOOD HAZARD ZONE. FLOOD ZONE: AE-12' & VE-13 BASE FLOOD ELEVATION. COMMUNITY PANEL 3720-428700-K, EFFECTIVE DATE 8/19/20; FLOOD ZONES SCALED FROM FIRM MAPS
6. ZONE: NORTH TOPSAIL BEACH B-2
7. A SMALL PORTION OF THIS PROPERTY IS LOCATED IN AN ORW (OUTSTANDING RESOURCE WATERS) AEC
8. THE ENTIRE LOT IS LOCATED WITHIN A COASTAL BARRIER RESOURCE SYSTEM UNIT EFFECTIVE 10-01-1989.
9. NO KNOWN WETLANDS EXIST ON THIS PROPERTY
10. HEIGHT OF THE PROPOSED STRUCTURE IS 28.2'
11. AREA BY COORDINATE METHOD.
12. A PORTION OF THIS PROPERTY IS LOCATED WITHIN AN OCEAN HAZARD 80' AREA OF ENVIRONMENTAL CONCERN (AEC).
13. REFER TO STORMWATER PERMIT SW8971115 MOD. FORM SWU-103

**IMPERVIOUS CALCULATIONS:**

**TRACT 1** (NO WORK BEING COMPLETED ON THIS PARCEL AT THIS TIME)  
 DEEDED LOT AREA (TRACT 1 & 2) - 51,117 SF (1.17 AC)  
 EXISTING IMPERVIOUS SURFACE = 28,992 SF  
 TOTAL IMPERVIOUS COVERAGE (PER DEED) = 28,992 SF (52.8%)  
 TOTAL ALLOWABLE IMPERVIOUS PER SW8971115 MOD. SWU-103 = 30,517 SF

**TRACT 2**  
 DEEDED LOT AREA (TRACT 1 & 2) - 109,086 SF (2.50 AC)  
 EXISTING IMPERVIOUS SURFACE = 18,185 SF  
 PROPOSED RESTROOM EXPANSION/DECK = 434 SF  
 TOTAL IMPERVIOUS COVERAGE (PER DEED) = 18,619 SF (17.1%)  
 TOTAL ALLOWABLE IMPERVIOUS PER SW8971115 MOD. SWU-103 = 25,957 SF

THE PROPOSED WORK FOR THE PROJECT IS TO INSTALL RESTROOMS AND ADDITIONAL STORAGE AREA FOR THE FISHING PIER. THE RESTROOMS AND STORAGE AREA WILL BE CONSTRUCTED ON THE WEST SIDE OF THE EXISTING BUILDING (AS SHOWN). THE EXISTING RESTROOMS ON THE INSIDE OF THE BUILDING ARE TO BE REMOVED AND REPLACED WITH THE NEW OUTSIDE RESTROOMS. NO ADDITIONAL RESTROOMS WILL BE ADDED. THE CONSTRUCTION TIME IS ESTIMATED TO BE 16 WEEKS.



**VICINITY MAP (NTS)**

L & R HAVEN, LLC  
 DB 5446, PG 397  
 ZONING R-10

**LINE TABLE**

L1	N00°11'24"W	12.67'
L2	N73°40'39"E	4.43'
L3	S00°12'01"W	21.17'
L4	N06°49'44"E	25.50'
L5	N02°16'33"W	44.69'
L6	S80°32'18"W	8.02'
L7	N01°06'16"W	32.77'

**CURVE TABLE**

C1	R=966.48'	CB=N65°27'19"E	90.23'
C2	R=966.48'	CB=N69°48'37"E	63.56'
C3	R=1354.00'	CB=N74°03'48"E	4.43'
C4	R=1354.00'	CB=N75°47'03"E	76.89'

JOHN HALEAN & DAVID PRATT, et al  
 DB 5561, PG 627  
 ZONING R-10

EXISTING 6' TALL WOOD PRIVACY FENCE

**LEGEND:**

- 1/2" SET IRON ROD, SIR
- EXISTING IRON ROD, EIR
- EXISTING IRON PIPE, EIP
- P - PINCHED PIPE
- D - PIPE OR ROD DISTURBED
- ⊙ NO POINT SET
- EP - EDGE OF PAVEMENT
- EPK - EXISTING PK NAIL
- CC - CONTROL CORNER
- SD - STORM DRAIN
- WM - WATER METER
- FH - FIRE HYDRANT
- R/W - RIGHT OF WAY
- RWM - RIGHT OF WAY MOMUMENT
- PP - POWER/UTILITY POLE
- CH - CHORD
- GS - EXISTING GROUND ELEVATION
- E — OVERHEAD UTILITY LINE
- FENCE

I HEREBY CERTIFY THAT I HAVE REVIEWED THE PLAN AND THE PLAN MEETS OR EXCEEDS THE REGULATIONS AND ORDINANCES OF THE TOWN OF NORTH TOPSAIL BEACH.

PUBLIC WORKS DIRECTOR *[Signature]*  
 FIRE MARSHAL *[Signature]*  
 POLICE CHIEF *[Signature]*  
 BUILDING INSPECTOR *[Signature]*  
 PLANNING DIRECTOR *[Signature]*

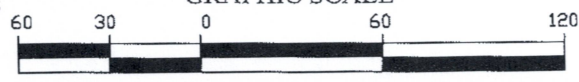
**PROPERTY DESCRIPTION:**

TRACT 1 OWNER: SEAVIEW FISHING PIER, LLC  
 PIN #: 428706289071  
 DEED BOOK 4064, PG 46  
 ZONE: B-2 - NORTH TOPSAIL BEACH

TRACT 2 OWNER: SEAVIEW FISHING PIER, LLC  
 124 FISHING PIER LANE  
 NORTH TOPSAIL BEACH, NC  
 PIN #428706381059  
 DEED BOOK 1703, PG 748  
 ZONE: B-2 - NORTH TOPSAIL BEACH

(GREG LUDLUM)  
 252-559-0733

**GRAPHIC SCALE**



**NORTH CAROLINA ONSLOW COUNTY**

I, WESTON LYALL, PROFESSIONAL LAND SURVEYOR NUMBER L-4438, CERTIFY THAT THIS PLOT PLAN WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION FROM (MAP BOOK 41 PAGE 30) AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY: CLASS OF SURVEY: B; POSITIONAL ACCURACY: 500 RMS; TYPE OF GPS FIELD PROCEDURE: VRSRTKGPS; DATUM: NAD83 "2007", NAVD88; GEIOD MODEL: GEIOD 03; COMBINED GRID FACTOR: 0.9999606; UNITS: US SURVEY FEET



12/23/23  
*[Signature]*  
 WESTON LYALL  
 REGISTRATION NUMBER L-4438

**PRELIMINARY PLOT PLAN**

**SEAVIEW FISHING PIER, LLC**

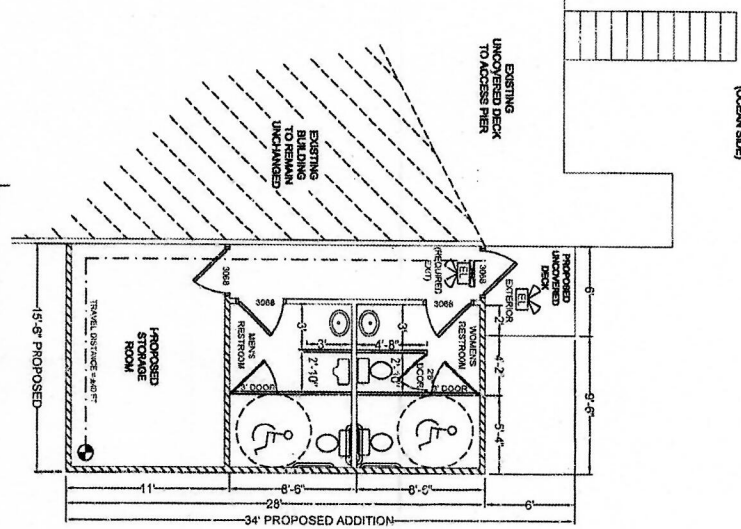
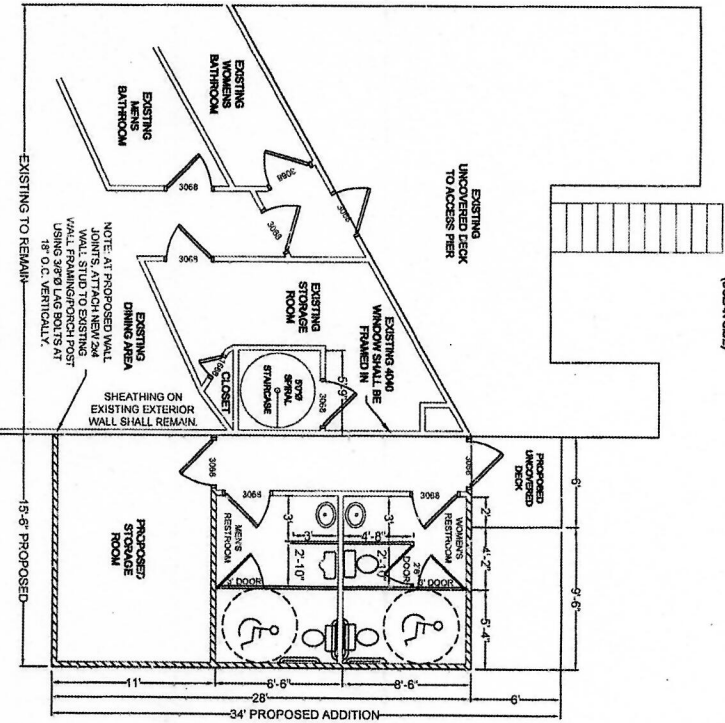
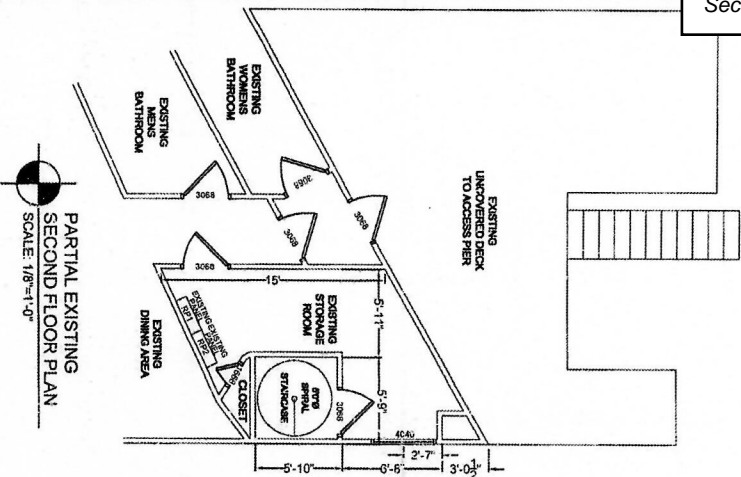
124 FISHING PIER LANE NORTH TOPSAIL BEACH, NC  
 TRACT 1 AND 2 BEING RECORDED IN MAP BOOK 41 PAGE 30  
 STUMP SOUND TOWNSHIP  
 ONSLOW COUNTY

**SCALE: 1" = 60'**

**WESTON LYALL, PE, PLLC**  
 214 HIGHWAY 17 N. SUITE 1  
 HOLLY RIDGE, NC 28445  
 910-329-9961 FIRM #P-0937

**R1: DECEMBER 23, 2023  
 JUNE 5, 2023**





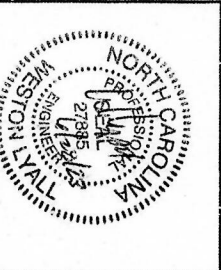
////////// SINGLE PLY SHEARWALL  
 ===== DOUBLE PLY SHEARWALL  
**SHEAR WALL SPECIFICATIONS:**  
 1) PANELS MAY BE INSTALLED WITH FACE GRAIN EITHER PARALLEL OR PERPENDICULAR TO STUDS  
 2) PANELS SHALL BE INSTALLED WITH STUDS SPACING 16" ON CENTER  
 3) WALL SPACING SHALL BE 8" AT 7" ON CENTER ALONG VERTICAL EDGES OF PANEL AND 8" AT INTERMEDIATE VERTICAL FRAMING SPACING AT DOUBLE TOP  
 4) PANELS SHALL BE INSTALLED AT DOUBLE TOP  
 5) INTERIOR SHEARWALLS PERPENDICULAR TO FLOOR TRUSSES SHALL BE SECURED USING #40 SCREWS 3' ON CENTER  
 6) DOOR HEADERS AT INTERIOR WOOD SHEARWALL LOCATIONS SHALL BE A MIN. 2x4x10 WITH PLYWOOD LAPPING BEAM SECURE PLYWOOD TO BEAMS AS SHOWN ON SEE  
 7) BLOCKING SHALL BE REQUIRED AT ALL JOINTS  
 8) SHEARWALLS TOP AND BOTTOM PLATES SHALL BE SECURED TO TRUSS USING 3" X 4" SCREWS 7' LONG, AT 4" ON CENTER TO SECURE PLATE TO WOOD TRUSS SHEARWALL LENGTH  
 9) INTERIOR SHEARWALLS PERPENDICULAR TO FLOOR TRUSSES SHALL BE SECURED USING #40 SCREWS 3' ON CENTER  
 10) DOOR HEADERS AT INTERIOR WOOD SHEARWALL LOCATIONS SHALL BE A MIN. 2x4x10 WITH PLYWOOD LAPPING BEAM SECURE PLYWOOD TO BEAMS AS SHOWN ON SEE  
 11) BATHROOMS SHALL BE REQUIRED AT ALL JOINTS  
 12) SHEARWALLS TOP AND BOTTOM PLATES SHALL BE SECURED TO TRUSS USING 3" X 4" SCREWS 7' LONG, AT 4" ON CENTER TO SECURE PLATE TO WOOD TRUSS SHEARWALL LENGTH  
 13) INTERIOR SHEARWALLS PERPENDICULAR TO FLOOR TRUSSES SHALL BE SECURED USING #40 SCREWS 3' ON CENTER  
 14) DOOR HEADERS AT INTERIOR WOOD SHEARWALL LOCATIONS SHALL BE A MIN. 2x4x10 WITH PLYWOOD LAPPING BEAM SECURE PLYWOOD TO BEAMS AS SHOWN ON SEE

**CONDITIONED SQUARE FOOTAGE**  
 (PER ORDINANCE 1300) (SEE 1300 ORDINANCE)  
 EXISTING FIRST FLOOR: 1,580 SF  
 EXISTING SECOND FLOOR: 1,330 SF  
 PROPOSED SECOND FLOOR: 785 SF  
 EXISTING THIRD FLOOR: 785 SF  
 TOTAL CONDITIONED: 4,280 SF  
 (EXISTING & PROPOSED)  
 PROPOSED SECOND FLOOR UNCOVERED DECK: 797 SF  
 PROPOSED SECOND FLOOR UNCOVERED DECK: 36 SF  
 TOTAL FOUNDATION FOOTPRINT: 3,070 SF

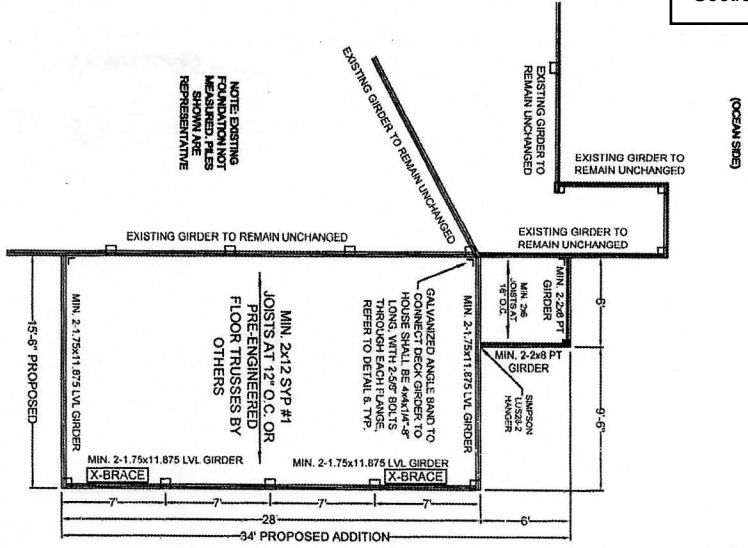
**EMERGENCY LIGHT WITH 90 MINUTE BATTERY BACKUP TO PROVIDE 1 FOOT-CANDLE AT WALKING SURFACE.**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
4" ALUMINUM WINDOW	2844	23"	65,212
AND DOOR NOTATION	44	7"	308
TOTAL	2888	23"	65,520

THIS IS A FINAL SET OF PLANS PREPARED FOR PERMITS AND FOR CONSTRUCTION. ANY CHANGES TO THESE PLANS OR QUESTIONS PERTAINING TO THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CLIENT. ANY CHANGES TO THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CLIENT. ANY CHANGES TO THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CLIENT.



<b>WESTON LYALL, PE, PLS, PLLC</b>			
IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDERS TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODES, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.			
THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.			
SEAVIEW PIER ADDITION 124 FISHING PIER LN. NORTH TOPSAIL BEACH, NC	WESTON LYALL, PE, PLS, PLLC 214 US HIGHWAY 71N, SUITE 1 HOLLYRIDGE, NC 28445 PHONE: 910.329.9951 FIRM #P-29257	STRUCTURAL & CIVIL ENGINEERING & LAND SURVEYING	DATE: 6/28/2023 DRAWN BY: GP FILENAME: SEAVIEW.dwg SHEET: 5 OF 10

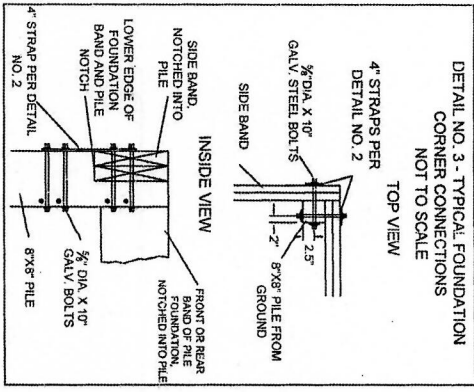
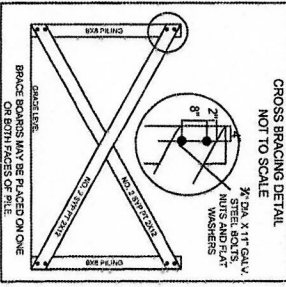
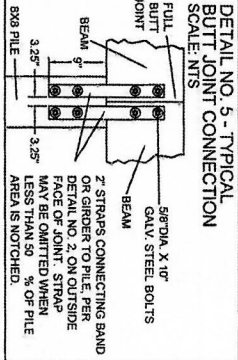
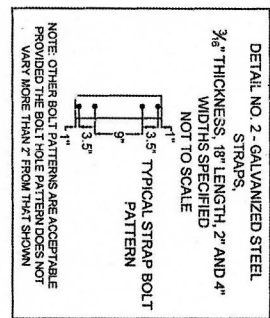
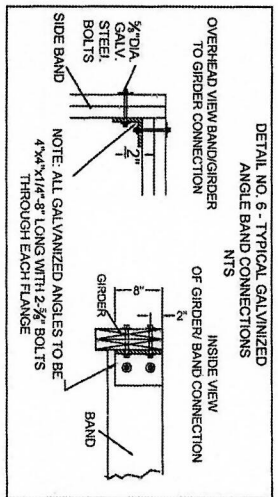
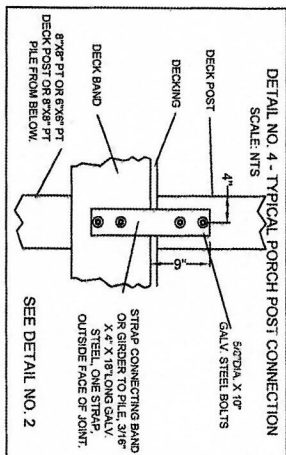
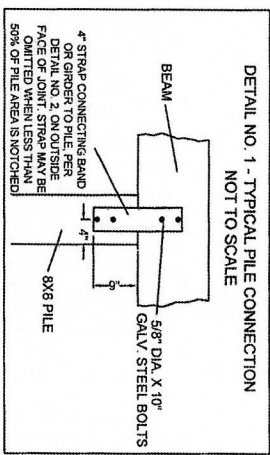


**PILE DEPTH AND CAPACITY LEGEND**

(1)	6"x6" PT PILES 18' DEEP W/ 4,000# CAP.
(5)	6"x6" PT PILES 18' DEEP W/ 10,000# CAP.



NOTE: EXISTING FOUNDATION NOT MEASURED. PILES SHOWN ARE REPRESENTATIVE

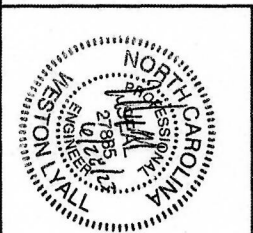


THIS IS A FINAL SET OF PLANS INTENDED FOR PERMITTING AND CONSTRUCTION. BUILDERS PERMITTED TO MAKE CHANGES TO THESE PLANS WILL BE THE CARE OF THE BUILDER. CHANGES OF DISCRETION OF WESTON LYALL, PE, PLS, PLLC.

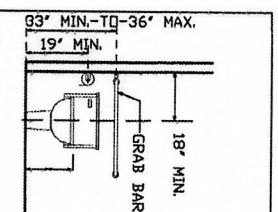
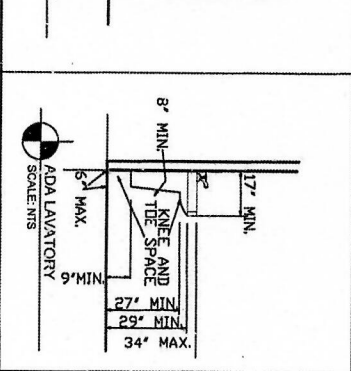
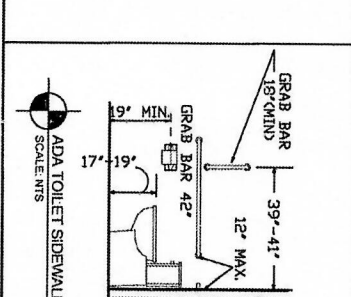
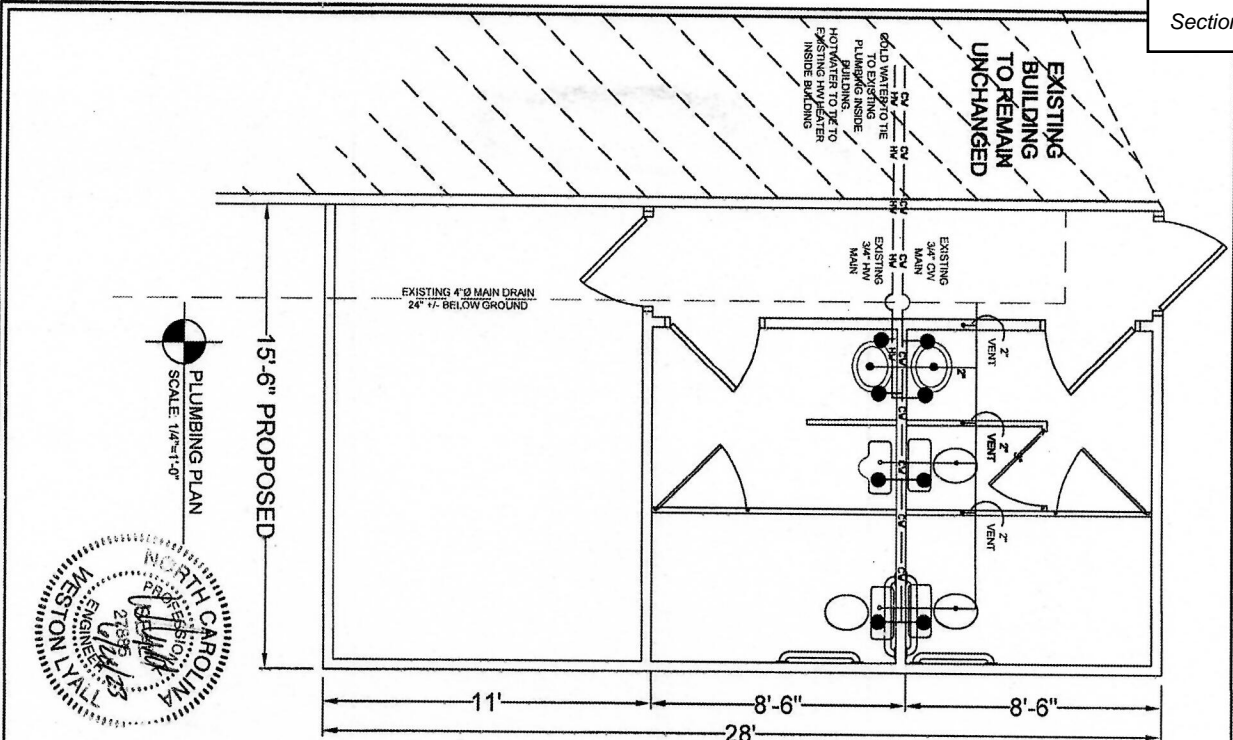
**STRUCTURAL LOADS:**  
 FLOOR DEAD LOAD - 20 PSF  
 FLOOR LIVE LOAD - 100 PSF  
 INT. WALL DEAD LOAD - 8 PSF  
 EXT. WALL DEAD LOAD - 10 PSF  
 ROOF LIVE LOAD - 20 PSF  
 ROOF DEAD LOAD - 20 PSF  
 WIND - 150 MPH W/ ASCE 7-10

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OR CONSTRUCTION AS REQUIRED BY THE INTERNATIONAL BUILDING CODE LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

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<b>WESTON LYALL, PE, PLS, PLLC</b>	
SEAVIEW PIER ADDITION 124 FISHING PIER LN NORTH TOPSAIL BEACH, NC	WESTON LYALL, PE, PLS, PLLC 21415 HIGHWAY 17N, SUITE 1 HOLLY RIDGE, NC 28445 PHONE: 910 329-9961 FIRM #P-0927
FOUNDATION PLAN & FRAMING DETAILS	STRUCTURAL & CIVIL LAND SURVEYING
DATE: 6/29/2023	DRAWN BY: GP
	FILENAME: SEAVIEW.dwg
	SHEET: 8 OF 10



**LEGEND & ABBREVIATIONS**

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
⊙	WATER CUT-OFF	⊙	WATER SHOWER
⊙	FLOOR DRAIN	⊙	WATER SINK
⊙	2" VENT PER CODE	⊙	WATER TUB
⊙	4" CLEAN-OUT	⊙	WATER WASH SINK
⊙	3/4" COLD WATER PIPING	⊙	WATER WASH TUB
⊙	3/4" HOT WATER PIPING	⊙	WATER WASH TUB
⊙	GRADE CLEAN-OUT	⊙	WATER WASH TUB

**GENERAL CONSTRUCTION NOTES**

1. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES.
2. ALL WORK SHALL BE CONFORMED WITH ALL APPLICABLE CODES AND REGULATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES.
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**WESTON LYALL, PE, PLS, PLLC**

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DATE: 6/28/2023  
DRAWN BY: GP  
FILENAME: SEAVIEW/2023  
SHEET: 7 OF 10

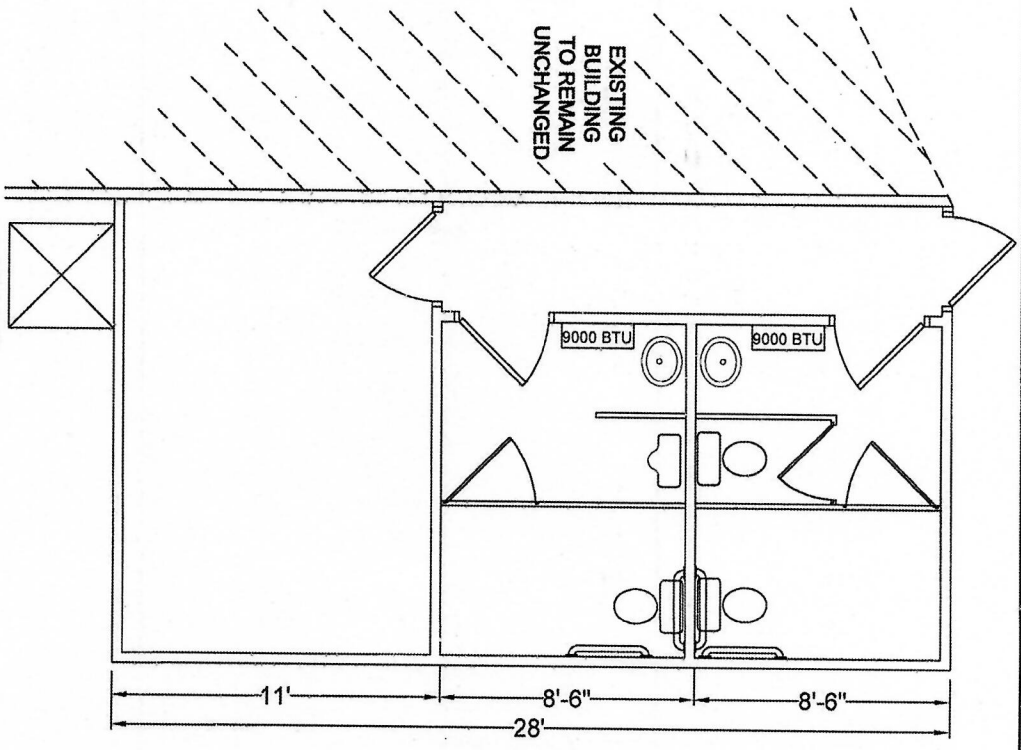
**WESTON LYALL, PE, PLS, PLLC**

SEAVIEW PIER ADDITION  
124 FISHING PIER LN  
NORTH TOPSAIL BEACH, NC

WESTON LYALL, PE, PLS, PLLC  
214 US HIGHWAY 17N, SUITE 1  
HOLLY RIDGE, NC 28445  
PHONE: 910.329.9961  
FIRM #F-08937

STRUCTURAL & CIVIL  
ENGINEERING &  
LAND SURVEYING





PROPOSED MINI SPLIT HVAC  
MECHANICAL PLAN  
SCALE: 1/4"=1'-0"

THIS IS A FINAL SET OF PLANS INTENDING FOR PERFORMING AND CONSTRUCTION. REVISIONS TO THESE PLANS BY OWNER OR CONTRACTOR TO THESE PLANS WILL BE THE OWNER'S RESPONSIBILITY. ANY CHANGES TO THE ORIGINAL DRAWINGS WILL BE THE RESPONSIBILITY OF THE OWNER. WESTON LYALL, PE, PLS, PLLC



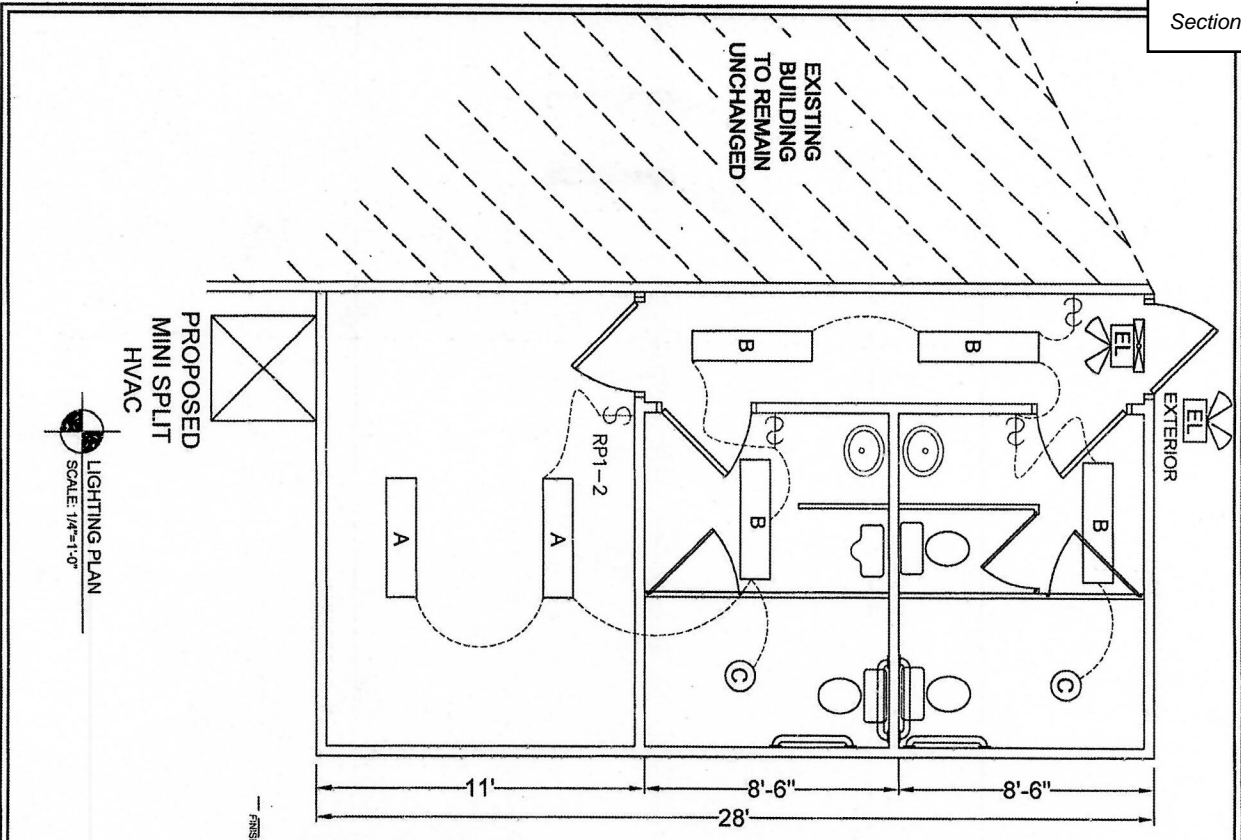
- INSULATION**
- A. DUCT INSULATION: R-8 MINIMUM, 2" FIBERGLASS BLANKET INSULATION, ASTM C553, TYPE II, 0.75 Pcf CLASS F-1, ASTM 84E FLAME SPREAD/SMOKE DEVELOPED RATING LESS THAN 25/50. PROVIDE WITH FACTORY APPLIED ALL-PURPOSE, LAMINATED GLASS-FIBER-REINFORCED FLEXIBLE INSULATION JOINT PAPER AND ALUMINUM FOIL JACKET. INSTALL ON ALL CONCEALED HVAC SUPPLY, RETURN, MAKE-UP AIR DUCTS AND PLENUMS.
  - B. REFRIGERANT PIPING INSULATION: ELASTOMERIC CLOSED CELL PIPE INSULATION, ARMAFLEX AP OR EQUAL, 1/2" THICK. PROTECT ALL EXTERIOR, EXPOSED PIPE INSULATION WITH ARMAFLEX W8 FINISH.
  - C. CONDENSATE DRAIN PIPING INSULATION: ELASTOMERIC CLOSED CELL PIPE INSULATION, ARMAFLEX AP OR EQUAL, 1/2" THICK. PROTECT ALL EXTERIOR, EXPOSED PIPE INSULATION WITH ARMAFLEX W8 FINISH.

- DUCTWORK**
- A. DUCT CONSTRUCTION (SINGLE WALL): GALVANIZED STEEL, CONSTRUCTED, BRANCHED, SUPPORTED AND INSTALLED ACCORDING TO SMACNA HVAC DUCT APPLICATION STANDARDS. 1" PRESSURE CLASS, SEAL CLASS A, SEAL USING WITH ADHESIVE HANDMAST DT-TAPE W/7A-20 ADHESIVE OR UNIED MC80LL 1" TENSILE W/MMD-20 ADHESIVE). DUCT TAPE IS UNACCEPTABLE FOR DUCT SEALING.
  - B. DUCT SIZES INDICATED ARE INSIDE FREE AREA DIMENSIONS. DUCT DIMENSIONS SHALL BE ADJUSTED TO SUIT FIELD CONDITIONS USING EQUIVALENT SIZE PER ASHRAE STANDARD, RECTANGULAR OR ROUND DUCTWORK MAY BE USED AT CONTRACTOR OPTION PROVIDED EQUIVALENT SIZE PER ASHRAE STANDARD IS USED.
  - C. BRANCH DUCTS: PROVIDE MANUFACTURED TAKE-OFF FITTINGS (SPH-IN FITTINGS) WITH EXTRACTOR AND VOLUME DAMPER WITH LOCKING QUADRANT OPERATOR AND INSULATION GUARD, GENERAL ENVIRONMENT CORPORATION OR EQUAL, FOR ALL BRANCH RUNOUTS TO SUPPLY REGISTERS AND DIFFUSERS, UNLESS OTHERWISE NOTED. MATCH SUPPLY BRANCH DUCT SIZE TO DIFFUSER SIZE.
  - D. ELBOWS: ALL SQUARE BENDS OR ELBOW FITTINGS SHALL BE FITTED WITH APPROVED TYPE DOUBLE ADHESIVE JOINTS USING MC80LL 1" TENSILE W/MMD-20 ADHESIVE). FLEXIBLE DUCT: FACTORY INSULATED 8" MINIMUM, UL 181 CLASS 1, MAXIMUM FLEX DUCT RADIUS LENGTH NOT TO EXCEED 8' UNLESS OTHERWISE NOTED. INSTALL AND SUPPORT FLEXIBLE DUCTS IN STRICT ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
  - E. FLEXIBLE CONNECTIONS: PROVIDE FLEXIBLE CONNECTOR, VENTIFABRICS OR EQUAL, AT ALL MECHANICAL EQUIPMENT CONNECTIONS TO DUCT SYSTEM.

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS OF THE CONTRACTOR AND/OR BUILDER TO CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDING AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

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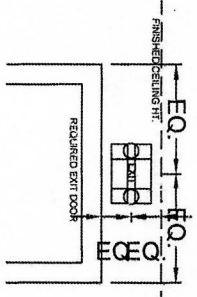
<b>WESTON LYALL, PE, PLS, PLLC</b>	
SEAVIEW PIER ADDITION 124 FISHING PIER LN, NORTH TOPSAIL BEACH, NC	WESTON LYALL, PE, PLS, PLLC 214 US HIGHWAY 17N, SUITE 1 HOLLY RIDGE, NC, 28445 PHONE: 910.329.9961 FIRM #P-0097
MECHANICAL PLAN	STRUCTURAL & CIVIL ENGINEERING & LAND SURVEYING
DATE: 6/28/2023	DRAWN BY: GP
FILENAME: SEAVIEW.dwg	SHEET: 8 OF 10



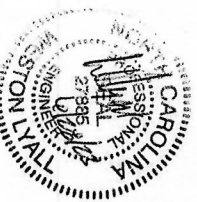
NOTE: ALL ELECTRICAL COMPONENTS (I.E. WIRING, CONNECTIONS, SIZES, MATERIAL, ETC.) SHALL BE PER CURRENT NEC.

ELECTRICAL LEGEND

- Ⓜ MOTOR RATED DISCONNECT SWITCH
- Ⓢ THREE-WAY POLE SWITCH
- Ⓢ SINGLE POLE SWITCH
- Ⓠ GROUND FAULT CIRCUIT INTERRUPTER
- Ⓛ 110 OUTLET
- Ⓛ EXIT LIGHT
- Ⓛ EMERGENCY LIGHT WITH 90 MINUTE BATTERY BACKUP TO PROVIDE 1 FOOT-CANDLE AT WALKING SURFACE



TYPICAL EMERGENCY LIGHT PLACEMENT

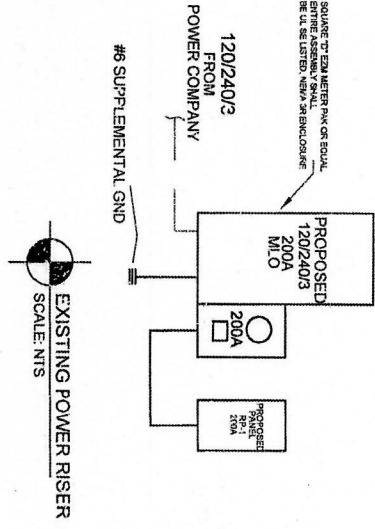


THIS IS A FINAL SET OF PLANS PREPARED FOR THE CONTRACTOR AND OWNER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION. THESE PLANS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT AND ANY CHANGES SHALL BE MADE BY THE ARCHITECT OR ENGINEER. APPROVED AT THE DES. OF WESTON LYALL, PE, PLS, PLLC.

LIGHT FIXTURE SCHEDULE

SYMBOL	MANUFACTURER	MODEL NO.	LAMP/FIXTURE	VOLTS	WATTS/FIXTURE
A	LITHONIA	CMNS L46 2LL 120V/840	2	120	30
B	LITHONIA	CMNS L46 2LL 120V/840	4	120	50
C	BROAN	LIGHTFAN (COMBO)	1	120	188

OTHER OR DIFFERENT LIGHT FIXTURES BY OWNER IS ACCEPTABLE AS LONG AS ALL WATTAGE AND LIGHTING METS DESIGN AND CODE



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SEAVIEW PIER ADDITION  
124 FISHING PIER LN.  
NORTH TOPSAL BEACH, NC

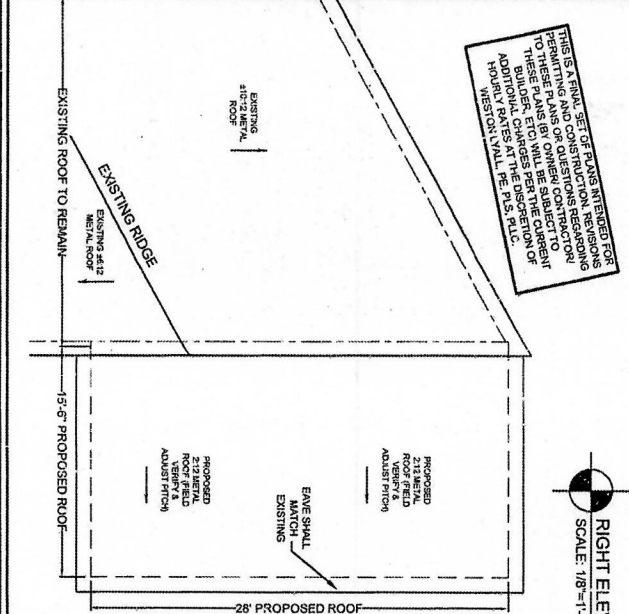
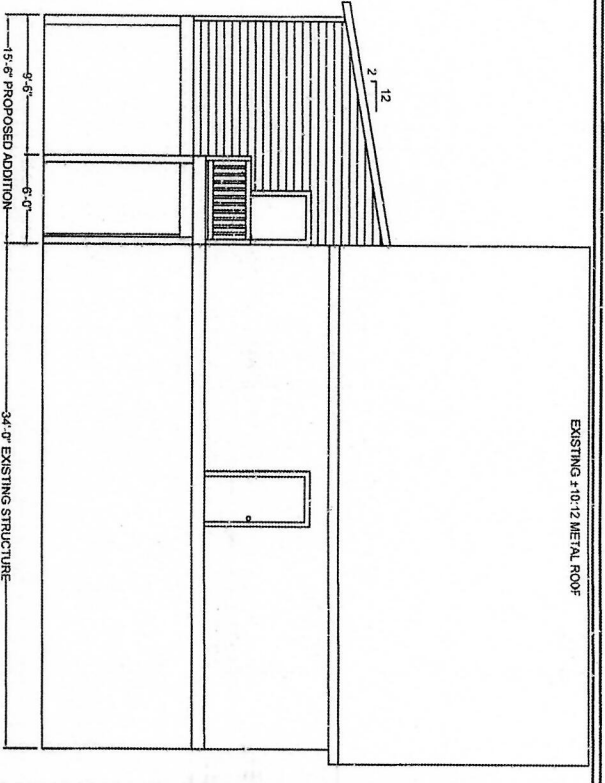
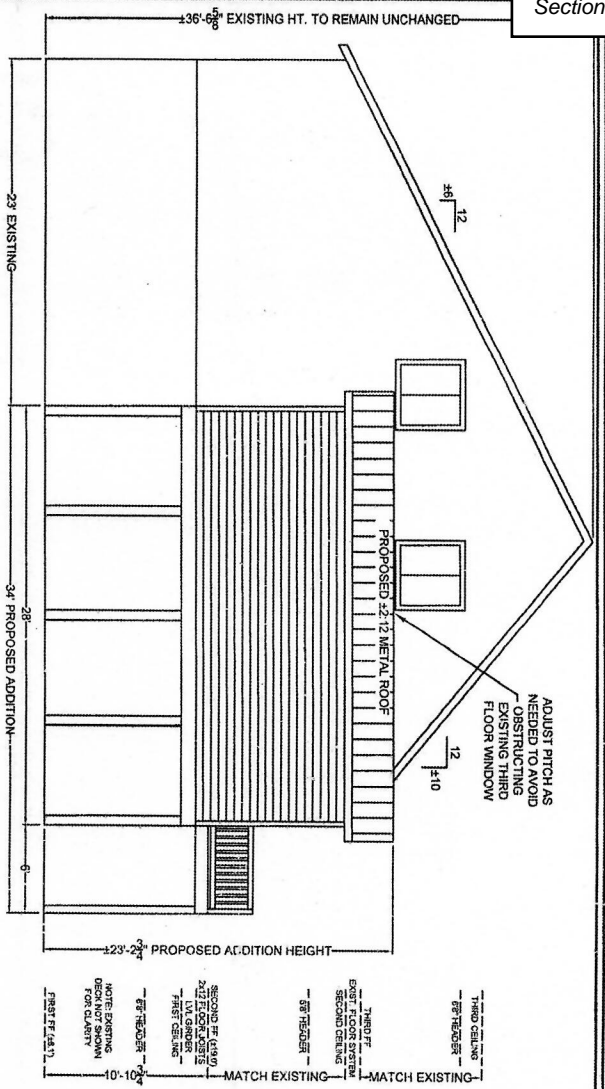
WESTON LYALL, PE, PLS, PLLC  
214 US HIGHWAY 17N, SUITE 1  
HOLMES, NC 28045  
PHONE: 910.286.2845  
FAX: 910.286.2931  
P.E. # 27865

STRUCTURAL & CIVIL  
ENGINEERING &  
LAND SURVEYING

LIGHTING PLAN

DATE: 6/29/2023 DRAWN BY: GP FILENAME: SEAVIEW.dwg SHEET: 9 OF 10





**RIGHT ELEVATION**  
SCALE: 1/8"=1'-0"

**ROOF FRAMING PLAN**  
SCALE: 1/8"=1'-0"

**EDGE OF ROOF/ HIP/ RIDGE**  
EXISTING WALL SHEEDERS BELOW  
PROPOSED WALL BELOW

**ROOF SHEATHING & FRAMING SPECIFICATIONS:**  
1) ALL RAFTERS SHALL BE 2x10 AT 16" O.C. #2 SYP. REQUIRED.  
2) SHEATHING ATTACHED PER CODE. BLOODING AS ON EACH SIDE OF EACH RAFTER.  
3) SIMPSON HIG-A HURRICANE TIES AT BEARING END

**GENERAL NOTES:**  
1- ALL DIMENSIONS ARE TO BE VERIFIED BY OWNER/CONTRACTOR PRIOR TO CONSTRUCTION. ADJUST HEIGHTS AND WIDTHS AS REQUIRED.  
2- ALL DIMENSIONS ARE TO BE VERIFIED BY OWNER/CONTRACTOR PRIOR TO CONSTRUCTION. ADJUST HEIGHTS AND WIDTHS AS REQUIRED.  
3- ONLY USE MATERIALS BELOW FLOOR LEVEL THAT ARE EITHER TREATED OR MOISTURE RESISTANT.  
4- VERIFY WINDOW SIZES AND LOCATION BY OWNER/CONTRACTOR PRIOR TO CONSTRUCTION.  
5- VERIFY WINDOW SIZES AND LOCATION BY OWNER/CONTRACTOR PRIOR TO CONSTRUCTION.  
6- FIELD VERIFY ALL STEEP STAIRS.  
7- THE DOWNERS BY SIMPSON  
8- LUMBER IS SPECIFIED AS #2 SYP. AT 19% MOISTURE UNLESS NOTED OTHERWISE.  
9- ALL DIMENSIONS ARE TO BE VERIFIED BY OWNER/CONTRACTOR PRIOR TO CONSTRUCTION.  
10- ALL CONCRETE SHALL BE MINIMUM 3,000 PSI AT 28 DAYS.  
11- ALL PROPOSED WALLS SHALL BE 2x4 #2 SYP. 16" O.C. UNLESS NOTED OTHERWISE. ALL HEADERS SHALL BE 2x2x10 IN. 4" WALLS AND HEADER HEIGHTS SHALL BE 8'-0" UNLESS NOTED OTHERWISE.  
12- INSULATION SHALL MEET OR EXCEED CURRENT CODE.  
13- ROOF FRAMING SHALL BE DESIGNED TO BEAR ON EXTERIOR WALLS ONLY UNLESS OTHERWISE NOTED.  
14- PILE FOUNDATION DESIGN IS BASED ON AN OPEN GROUND FLOOR WITH NO ENCLOSURES.  
15- RECEIPT OF THESE PLANS BY OWNER/CONTRACTOR AND ALL OTHERS ACKNOWLEDGE THEY ACCEPT THIS PLAN IN EVERY WAY TO BE CORRECT. ANY DISPUTE OR CORRECTION MUST BE ADDRESSED PRIOR TO CONSTRUCTION.  
16- THE ADDITION CHANGES AFTER RECEIPT OF THESE PLANS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.  
17- OSHA REGULATIONS WERE NOT TAKEN INTO CONSIDERATION FOR THIS DESIGN. CONTRACTOR SHALL VERIFY ALL REGULATIONS AND CORRECT ANY POTENTIAL HAZARDS PRIOR TO CONSTRUCTION.

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**WESTON LYALL, PE, PLS, PLLC**  
214 US HIGHWAY 17N, SUITE 1  
HOLLY RIDGE, NC 28845  
PHONE: 910-329-9981  
FIRM #P-0897

**SEAVIEW PIER ADDITION**  
124 FISHING PIER LN.  
NORTH TOPSAIL BEACH, NC

**ELEVATIONS & ROOF FRAMING PLAN**

STRUCTURAL & CIVIL ENGINEERING & LAND SURVEYING

DATE: 6/28/2023  
DRAWN BY: GP  
FILENAME: SEAVIEW.dwg  
SHEET: 4 OF 10



**2018 APPENDIX B  
BUILDING CODE SUMMARY  
FOR ALL COMMERCIAL PROJECTS  
(EXCEPT 1 AND 2-FAMILY DWELLINGS AND TOWNHOUSES)  
(Reproduce the following data on the building plans sheet 1 or 2)**

Name of Project: SEAVIEW PIER  
Address: 124 FISHING PIER LN, NORTH TOPSAIL BEACH, NC  
Proposed Use: ASSEMBLY A-2P, MECHANICAL DESIGN IS FOR THE BATHROOM RE-LOCATION ONLY  
Over/Underground Agency: GREG LUMMUS Phone # 1.252.7.592.0723 E-Mail: FISHER@PERMANENTMEDICAL.COM  
Owned By: City/County: City/County Private County/Insular State NC  
Code Enforcement Jurisdiction: City/North Topsail County/Insular State NC

LEAD DESIGN PROFESSIONAL:	NAME	LICENSE #	TELEPHONE #	E-MAIL
Architectural	WESTON LYALL, PE			
Civil	N/A			
Mechanical	WESTON LYALL, PE		(910) 829-3964	
Structural	WESTON LYALL, PE		(910) 829-3964	
Electrical	WESTON LYALL, PE		(910) 829-3964	
Plumbing	WESTON LYALL, PE		(910) 829-3964	
Mechanical	WESTON LYALL, PE		(910) 829-3964	
Structural	WESTON LYALL, PE		(910) 829-3964	
Other	ELDRIDGE, N/A		(910) 829-3964	

**2018 BUILDING DATA**  
 Construction Type:  I-A  I-B  I-C  I-D  I-E  I-F  I-G  I-H  I-I  I-J  I-K  I-L  I-M  I-N  I-O  I-P  I-Q  I-R  I-S  I-T  I-U  I-V  I-W  I-X  I-Y  I-Z  
 (check all that apply)  
 Sprinklers:  No  Partial  Yes  NFPA13  NFPA13R  NFPA13D  
 Fire Alarm:  No  Yes  Class  I  II  III  Wet  Dry  Other  
 Building Height (feet): 42'-3" (ADDITION ONLY)  
 Gross Building Area: \_\_\_\_\_  
 Floor: \_\_\_\_\_ Existing (SQ FT) \_\_\_\_\_ New (SQ FT) \_\_\_\_\_ Sub-TOTAL \_\_\_\_\_  
 1<sup>st</sup> Floor: \_\_\_\_\_  
 2<sup>nd</sup> Floor: \_\_\_\_\_  
 3<sup>rd</sup> Floor: \_\_\_\_\_  
 4<sup>th</sup> Floor: \_\_\_\_\_  
 5<sup>th</sup> Floor: \_\_\_\_\_  
 6<sup>th</sup> Floor: \_\_\_\_\_  
 7<sup>th</sup> Floor: \_\_\_\_\_  
 8<sup>th</sup> Floor: \_\_\_\_\_  
 9<sup>th</sup> Floor: \_\_\_\_\_  
 10<sup>th</sup> Floor: \_\_\_\_\_  
 Mezzanine: \_\_\_\_\_  
 1<sup>st</sup> Floor: \_\_\_\_\_  
 Basement: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

Occupancy	ALLOWABLE AREA
Assembly	<input type="checkbox"/> A-1 <input type="checkbox"/> A-2 <input type="checkbox"/> A-3 <input type="checkbox"/> A-4 <input type="checkbox"/> A-5
Business	<input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> B-3 <input type="checkbox"/> B-4 <input type="checkbox"/> B-5
Educational	<input type="checkbox"/> E-1 <input type="checkbox"/> E-2 <input type="checkbox"/> E-3 <input type="checkbox"/> E-4 <input type="checkbox"/> E-5
Factory	<input type="checkbox"/> F-1 <input type="checkbox"/> F-2 <input type="checkbox"/> F-3 <input type="checkbox"/> F-4 <input type="checkbox"/> F-5
Handicapped	<input type="checkbox"/> H-1 <input type="checkbox"/> H-2 <input type="checkbox"/> H-3 <input type="checkbox"/> H-4 <input type="checkbox"/> H-5 <input type="checkbox"/> H-6
Hotel	<input type="checkbox"/> H-1 <input type="checkbox"/> H-2 <input type="checkbox"/> H-3 <input type="checkbox"/> H-4 <input type="checkbox"/> H-5 <input type="checkbox"/> H-6
Mercantile	<input type="checkbox"/> M-1 <input type="checkbox"/> M-2 <input type="checkbox"/> M-3 <input type="checkbox"/> M-4 <input type="checkbox"/> M-5
Residential	<input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> R-5
Storage	<input type="checkbox"/> S-1 <input type="checkbox"/> S-2 <input type="checkbox"/> S-3 <input type="checkbox"/> S-4 <input type="checkbox"/> S-5
Utility and Miscellaneous	<input type="checkbox"/> U-1 <input type="checkbox"/> U-2 <input type="checkbox"/> U-3 <input type="checkbox"/> U-4 <input type="checkbox"/> U-5
Accessory Occupancies:	<input type="checkbox"/> A-1 <input type="checkbox"/> A-2 <input type="checkbox"/> A-3 <input type="checkbox"/> A-4 <input type="checkbox"/> A-5

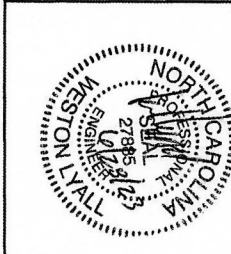
**2018 NC Administrative Code and Rules**  
 This separation is not exempt as a Non-Separated Use (see exception)  
 Non-Separated Use (508.3)  
 The required type of construction for the building shall be determined by applying the height and area limitations for each of the applicable occupancies to the entire building. The most restrictive type of construction shall apply to the entire building.  
 For each story, the area of the occupancy shall be such that the sum of the areas of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.  

$$\frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} + \dots < 1.00$$
  
 1. Permitted area increase from Section 506.2 are computed that:  
 a. Perimeter which forms a public way or open space having 20 feet minimum width = N/A... (F)  
 b. Total Building Perimeter = N/A... (F)  
 c. Ratio (F/P) = N/A... (F)  
 d. W = Minimum width of public way = N/A... (W)  
 e. Ratio (F/P) = N/A... (F)  
 f. The perimeter increase per Section 506.3 is:  $W/20 = N/A... (W)$   
 2. The perimeter increase per Section 506.3 is:  $W/20 = N/A... (W)$   
 3. Maximum Building Area = total number of stories in the building X E (506.4)  
 4. Maximum Building Area = total number of stories in the building X E (506.4)  
 5. The maximum area of open parking garages must comply with Table 403.3. The maximum area of air traffic control towers must comply with Table 412.1.

**2018 NC Administrative Code and Rules**  
**ALLOWABLE HEIGHT**  
 Type of Construction: 423'-5" (ADDITION)  
 Building Height in Feet: \_\_\_\_\_  
 Stories: \_\_\_\_\_  
 Type of Construction: \_\_\_\_\_  
 Building Height in Feet: \_\_\_\_\_  
 Stories: \_\_\_\_\_

Speed Provisions	Separation	Exception
<input type="checkbox"/> 509.2 <input type="checkbox"/> 509.3 <input type="checkbox"/> 509.4 <input type="checkbox"/> 509.5 <input type="checkbox"/> 509.6 <input type="checkbox"/> 509.7 <input type="checkbox"/> 509.8 <input type="checkbox"/> 509.9	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

**2018 NC Administrative Code and Rules**  
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**WESTON LYALL, PE, P.L.L.C.**  
 SEAVIEW PIER ADDITION  
 124 FISHING PIER LN,  
 NORTH TOPSAIL BEACH, NC  
 APPENDIX B "CODE SUMMARY"  
 DATE: 6/28/2023  
 DRAWN BY: GP  
 FILENAME: SEAVIEW.AWG  
 SHEET: 1 OF 10





**ENERGY REQUIREMENTS:** The following data shall be considered minimum and any special attributes required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If performance method, state the annual energy cost for the standard reference design vs annual energy cost for the proposed design.

**ENERGY SUMMARY (ADDITION ONLY)**

Climate Zone:  3  4  5  
 Method of Compliance: (Energy Code)  
 Prescriptive (Energy Code)  
 Performance (ASHRAE 90.1)  
 Prescriptive (ASHRAE 90.1)  
 Performance (ASHRAE 90.1)

**THERMAL ENVELOPE**

**Roof/Ceiling Assembly (each assembly)**

Description of assembly: ROOF  
 U-Value of total assembly: R-20  
 R-Value of insulator: N/A  
 Skylights in each assembly: N/A  
 U-Value of skylight: N/A  
 total square footage of skylights in each assembly: N/A

**Exterior Walls (each assembly)**

Description of assembly: VOID 2x4 FRAMED WALLS  
 U-Value of total assembly: R-19  
 R-Value of insulator: R-19  
 Openings (Windows or doors with glazing):  
 U-Value of assembly: \_\_\_\_\_  
 Solar heat gain coefficient: \_\_\_\_\_  
 projection factor: \_\_\_\_\_  
 Door R-Values: \_\_\_\_\_

**Walls below grade (each assembly)**

Description of assembly: N/A  
 U-Value of total assembly: N/A  
 R-1 Rate of insulator: N/A

**Floors over unconditioned space (each assembly)**

Description of assembly: \_\_\_\_\_  
 U-Value of total assembly: \_\_\_\_\_  
 R-Value of insulator: \_\_\_\_\_

**Floors slab on grade**

Description of assembly: \_\_\_\_\_  
 U-Value of total assembly: \_\_\_\_\_  
 R-Value of insulator: \_\_\_\_\_  
 Horizontal/vertical equipment slab head: \_\_\_\_\_

2021 NC Administrative Code and Policies

**MECHANICAL SYSTEMS SERVICE SYSTEMS AND EQUIPMENT (ADDITION ONLY)**

**Thermal Zone**  
 winter dry bulb: 27  
 summer dry bulb: 91  
**Interior design conditions**  
 winter dry bulb: 70  
 summer dry bulb: 75  
 relative humidity: 55  
**Building heating load:** 10,000 BTU  
**Building cooling load:** 10,000 BTU

**Mechanical Spacing Conditioning System**

Unitary:  
 description of unit: COOPER & HUNTER MINI-SPLIT  
 heating efficiency: 23.1 SEER  
 cooling efficiency: 23.1 SEER  
 size category of unit: 18,000 BTU  
 Boiler:  
 size category: If oversized, state reason: N/A  
 Chiller:  
 size category: If oversized, state reason: N/A

List equipment efficiencies: SEE MECHANICAL PLAN

**ELECTRICAL SUMMARY**

**ELECTRICAL SYSTEM AND EQUIPMENT**

Method of Compliance:  Prescriptive  Performance  
 Energy Code:  Prescriptive  Performance  
 ASHRAE 90.1:  Prescriptive  Performance

**Lighting schedule (each fixture type)**

lamp type required in fixture: SEE FIXTURE SCHEDULE  
 number of lamps in fixture: SEE FIXTURE SCHEDULE  
 ballast type: SEE FIXTURE SCHEDULE  
 number of ballasts in fixture: SEE FIXTURE SCHEDULE  
 total wattage per fixture: SEE FIXTURE SCHEDULE  
 total interior wattage specified vs. allowed (whole building or space by space):  
 total exterior wattage specified vs. allowed (whole building or space by space):  
NO EXTERIOR WATTAGE SHOWN

**Additional Prescriptive Compliance**

- 506.2.1 More Efficient Mechanical Equipment
- 506.2.2 Reduced Lighting Power Density
- 506.2.3 Energy Recovery Ventilation Systems
- 506.2.4 High Efficiency Service Water Heating
- 506.2.5 On-Site Supply of Renewable Energy
- 506.2.6 Automatic Daylighting Control Systems

2021 NC Administrative Code and Policies

THIS IS A FINAL SET OF PLANS. ANY CHANGES FOR PERMITS AND CONSTRUCTION MUST BE MADE TO THESE PLANS AND CONDUCTED BY THE DESIGNER. ANY CHANGES TO THESE PLANS WILL BE THE DESIGNER'S RESPONSIBILITY. THE DESIGNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES. THE DESIGNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.



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<b>WESTON LYALL, PE, PLS, PLLC</b>	
SEAVIEW PIER ADDITION 124 FISHING PIER LN. NORTH TOPSAIL BEACH, NC	WESTON LYALL, PE, PLS, PLLC 214 US HIGHWAY 17N, SUITE 1 HOLLY RIDGE, NC 28445 PHONE: 910-329-9961 FIRM #: 0337
APPENDIX B CODE SUMMARY	STRUCTURAL & CIVIL ENGINEERING & LAND SURVEYING
DATE: 6/28/2023	DRAWN BY: GP
	FILE NAME: SEAVIEW.dwg
	SHEET: 3 OF 10

U.S. DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
National Flood Insurance Program

OMB  
Expit

Section VI, Item A.

**ELEVATION CERTIFICATE**

**IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19**

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION	FOR INSURANCE COMPANY USE
A1. Building Owner's Name: <u>SEAVIEW FISHING PIER LLC</u>	Policy Number: _____
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: <u>124 FISHING PIER LANE</u>	Company NAIC Number: _____
City: <u>NORTH TOPSAIL BEACH</u> State: <u>NC</u> ZIP Code: <u>28460</u>	
A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number: <u>PIN#428706381059</u>	
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): <u>ADDITION</u>	
A5. Latitude/Longitude: Lat. <u>34-30-11.44</u> Long. <u>-77-23-47.47</u> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983 <input type="checkbox"/> WGS 84	
A6. Attach at least two and when possible four clear photographs (one for each side) of the building (see Form pages 7 and 8).	
A7. Building Diagram Number: <u>5</u>	
A8. For a building with a crawlspace or enclosure(s):	
a) Square footage of crawlspace or enclosure(s): <u>0.00</u> sq. ft.	
b) Is there at least one permanent flood opening on two different sides of each enclosed area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade: Non-engineered flood openings: <u>0</u> Engineered flood openings: <u>0</u>	
d) Total net open area of non-engineered flood openings in A8.c: <u>0.00</u> sq. in.	
e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): _____ sq. ft.	
f) Sum of A8.d and A8.e rated area (if applicable – see Instructions): <u>0.00</u> sq. ft.	
A9. For a building with an attached garage:	
a) Square footage of attached garage: <u>0.00</u> sq. ft.	
b) Is there at least one permanent flood opening on two different sides of the attached garage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
c) Enter number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade: Non-engineered flood openings: <u>0</u> Engineered flood openings: _____	
d) Total net open area of non-engineered flood openings in A9.c: <u>0.00</u> sq. in.	
e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): <u>0.00</u> sq. ft.	
f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): _____ sq. ft.	
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION	
B1.a. NFIP Community Name: <u>Town of North Topsail Beach</u>	B1.b. NFIP Community Identification Number: <u>370466</u>
B2. County Name: <u>ONSLow</u>	B3. State: <u>NC</u> B4. Map/Panel No.: <u>3720428700</u> B5. Suffix: <u>K</u>
B6. FIRM Index Date: <u>06/02/2021</u>	B7. FIRM Panel Effective/Revised Date: <u>06/19/2020</u>
B8. Flood Zone(s): <u>AE</u>	B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth): <u>12</u>
B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9: <input type="checkbox"/> FIS <input checked="" type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other: _____	
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____	
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Designation Date: <u>10/01/1983</u> <input checked="" type="checkbox"/> CBRS <input type="checkbox"/> OPA	
B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



# ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Section VI, Item A.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

124 FISHING PIER LANE

City: NORTH TOPSAIL BEACH State: NC ZIP Code: 28460

FOR INSURANCE COMPANY USE

Policy Number: \_\_\_\_\_

Company NAIC Number: \_\_\_\_\_

## SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on:  Construction Drawings\*  Building Under Construction\*  Finished Construction

\*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, AO, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO, A99. Complete Items C2.a–h below according to the Building Diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: N/A Vertical Datum: NC EAST 2012A

Indicate elevation datum used for the elevations in items a) through h) below.

NGVD 1929  NAVD 1988  Other: \_\_\_\_\_

Datum used for building elevations must be the same as that used for the BFE. Conversion factor used?  Yes  No

If Yes, describe the source of the conversion factor in the Section D Comments area.

Check the measurement used:

a) Top of bottom floor (including basement, crawlspace, or enclosure floor): 19.00  feet  meters

b) Top of the next higher floor (see Instructions): 31.00  feet  meters

c) Bottom of the lowest horizontal structural member (see Instructions): 17.00  feet  meters

d) Attached garage (top of slab): \_\_\_\_\_  feet  meters

e) Lowest elevation of Machinery and Equipment (M&E) servicing the building (describe type of M&E and location in Section D Comments area): 17.00  feet  meters

f) Lowest Adjacent Grade (LAG) next to building:  Natural  Finished 7.90  feet  meters

g) Highest Adjacent Grade (HAG) next to building:  Natural  Finished 8.00  feet  meters

h) Finished LAG at lowest elevation of attached deck or stairs, including structural support: \_\_\_\_\_  feet  meters

## SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by state law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor?  Yes  No

Check here if attachments and describe in the Comments area.

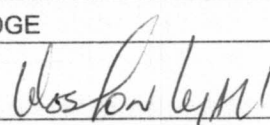
Certifier's Name: WESTON LYALL, PE, PLS License Number: L-4438

Title: OWNER

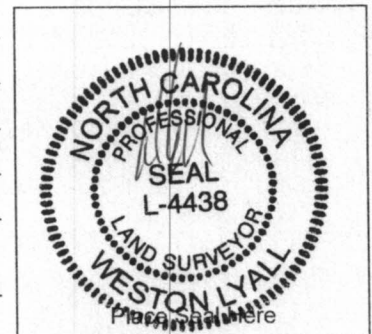
Company Name: WESTON LYALL, PE, PLS, PLLC

Address: 214 HIGHWAY 17N

City: HOLLY RIDGE State: NC ZIP Code: 28445

Signature:  Date: 12/23/2023

Telephone: (910) 329-9961 Ext.: \_\_\_\_\_ Email: westonlyall@westonlyall.com



Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including source of conversion factor in C2; type of equipment and location per C2.e; and description of any attachments):

THIS ELEVATION CERTIFICATE HAS BEEN REVISED FROM PREVIOUS DATE 6-28-23

C2e: IS THE PROPOSED PLATFORM FOR THE A/C STAND

THIS ELEVATION CERTIFICATE IS FOR THE RESTROOM/STORAGE ROOM ADDITION ONLY.

# ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Section VI, Item A.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

124 FISHING PIER LANE

City: NORTH TOPSAIL BEACH State: NC ZIP Code: 28460

## FOR INSURANCE COMPANY USE

Policy Number: \_\_\_\_\_

Company NAIC Number: \_\_\_\_\_

## SECTION E – BUILDING MEASUREMENT INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO, ZONE AR/AO, AND ZONE A (WITHOUT BFE)

For Zones AO, AR/AO, and A (without BFE), complete Items E1–E5. For Items E1–E4, use natural grade, if available. If the Certificate is intended to support a Letter of Map Change request, complete Sections A, B, and C. Check the measurement used. In Puerto Rico only, enter meters.

Building measurements are based on:  Construction Drawings\*  Building Under Construction\*  Finished Construction

\*A new Elevation Certificate will be required when construction of the building is complete.

E1. Provide measurements (C.2.a in applicable Building Diagram) for the following and check the appropriate boxes to show whether the measurement is above or below the natural HAG and the LAG.

a) Top of bottom floor (including basement, crawlspace, or enclosure) is: \_\_\_\_\_  feet  meters  above or  below the HAG.

b) Top of bottom floor (including basement, crawlspace, or enclosure) is: \_\_\_\_\_  feet  meters  above or  below the LAG.

E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (C2.b in applicable Building Diagram) of the building is: \_\_\_\_\_  feet  meters  above or  below the HAG.

E3. Attached garage (top of slab) is: \_\_\_\_\_  feet  meters  above or  below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is: \_\_\_\_\_  feet  meters  above or  below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance?  Yes  No  Unknown The local official must certify this information in Section G.

## SECTION F – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without BFE) or Zone AO must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge*

Check here if attachments and describe in the Comments area.

Property Owner or Owner's Authorized Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Email: \_\_\_\_\_

Comments:



# ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Section VI, Item A.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

124 FISHING PIER LANE

City: NORTH TOPSAIL BEACH State: NC ZIP Code: 28460

## FOR INSURANCE COMPANY USE

Policy Number: \_\_\_\_\_

Company NAIC Number: \_\_\_\_\_

## SECTION G – COMMUNITY INFORMATION (RECOMMENDED FOR COMMUNITY OFFICIAL COMPLETION)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Section A, B, C, E, G, or H of this Elevation Certificate. Complete the applicable item(s) and sign below when:

- G1.  The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by state law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2.a.  A local official completed Section E for a building located in Zone A (without a BFE), Zone AO, or Zone AR/AO, or when item E5 is completed for a building located in Zone AO.
- G2.b.  A local official completed Section H for insurance purposes.
- G3.  In the Comments area of Section G, the local official describes specific corrections to the information in Sections A, B, E and H.
- G4.  The following information (Items G5–G11) is provided for community floodplain management purposes.
- G5. Permit Number: \_\_\_\_\_ G6. Date Permit Issued: \_\_\_\_\_
- G7. Date Certificate of Compliance/Occupancy Issued: \_\_\_\_\_
- G8. This permit has been issued for:  New Construction  Substantial Improvement
- G9.a. Elevation of as-built lowest floor (including basement) of the building: \_\_\_\_\_  feet  meters Datum: \_\_\_\_\_
- G9.b. Elevation of bottom of as-built lowest horizontal structural member: \_\_\_\_\_  feet  meters Datum: \_\_\_\_\_
- G10.a. BFE (or depth in Zone AO) of flooding at the building site: \_\_\_\_\_  feet  meters Datum: \_\_\_\_\_
- G10.b. Community's minimum elevation (or depth in Zone AO) requirement for the lowest floor or lowest horizontal structural member: \_\_\_\_\_  feet  meters Datum: \_\_\_\_\_
- G11. Variance issued?  Yes  No If yes, attach documentation and describe in the Comments area.

The local official who provides information in Section G must sign here. *I have completed the information in Section G and certify that it is correct to the best of my knowledge. If applicable, I have also provided specific corrections in the Comments area of this section.*

Local Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_

NFIP Community Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (including type of equipment and location, per C2.e; description of any attachments; and corrections to specific information in Sections A, B, D, E, or H):

# ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19

Section VI, Item A.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

124 FISHING PIER LANE

City: NORTH TOPSAIL BEACH State: NC ZIP Code: 28460

## FOR INSURANCE COMPANY USE

Policy Number: \_\_\_\_\_

Company NAIC Number: \_\_\_\_\_

## SECTION H – BUILDING'S FIRST FLOOR HEIGHT INFORMATION FOR ALL ZONES (SURVEY NOT REQUIRED) (FOR INSURANCE PURPOSES ONLY)

The property owner, owner's authorized representative, or local floodplain management official may complete Section H for all flood zones to determine the building's first floor height for insurance purposes. Sections A, B, and I must also be completed. Enter heights to the nearest tenth of a foot (nearest tenth of a meter in Puerto Rico). **Reference the Foundation Type Diagrams (at the end of Section H Instructions) and the appropriate Building Diagrams (at the end of Section I Instructions) to complete this section.**

H1. Provide the height of the top of the floor (as indicated in Foundation Type Diagrams) above the Lowest Adjacent Grade (LAG):

a) For Building Diagrams 1A, 1B, 3, and 5–9. Top of bottom \_\_\_\_\_  feet  meters  above the LAG floor (include above-grade floors only for buildings with subgrade crawlspaces or enclosure floors) is:

b) For Building Diagrams 2A, 2B, 4, and 6–9. Top of next higher floor (i.e., the floor above basement, crawlspace, or enclosure floor) is: \_\_\_\_\_  feet  meters  above the LAG

H2. Is all Machinery and Equipment servicing the building (as listed in Item H2 instructions) elevated to or above the floor indicated by the H2 arrow (shown in the Foundation Type Diagrams at end of Section H instructions) for the appropriate Building Diagram?

Yes  No

## SECTION I – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and H must sign here. *The statements in Sections A, B, and H are correct to the best of my knowledge.* **Note:** If the local floodplain management official completed Section H, they should indicate in Item G2.b and sign Section G.

Check here if attachments are provided (including required photos) and describe each attachment in the Comments area.

Property Owner or Owner's Authorized Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext.: \_\_\_\_\_ Email: \_\_\_\_\_

Comments:



**ELEVATION CERTIFICATE**  
**IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19**  
**BUILDING PHOTOGRAPHS**

Section VI, Item A.

See Instructions for Item A6.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:  
**124 FISHING PIER LANE**

**FOR INSURANCE COMPANY USE**

City: **NORTH TOPSAIL BEACH** State: **NC** ZIP Code: **28460**

Policy Number: \_\_\_\_\_

Company NAIC Number: \_\_\_\_\_

Instructions: Insert below at least two and when possible four photographs showing each side of the building (for example, may only be able to take front and back pictures of townhouses/rowhouses). Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." Photographs must show the foundation. When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.



Photo One

Photo One Caption:

Clear Photo One



Photo Two

Photo Two Caption:

Clear Photo Two



**ELEVATION CERTIFICATE**  
**IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 9-19**  
**BUILDING PHOTOGRAPHS**

Section VI, Item A.

Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:  
**124 FISHING PIER LANE**

**FOR INSURANCE COMPANY USE**

City: **NORTH TOPSAIL BEACH** State: **NC** ZIP Code: **28460**

Policy Number: \_\_\_\_\_

Company NAIC Number: \_\_\_\_\_

Insert the third and fourth photographs below. Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.



Photo Three

Photo Three Caption:

Clear Photo Three

Photo Four

Photo Four Caption:

Clear Photo Four

**National Flood Insurance Program  
V-Zone Certification**

Section VI, ItemA.

<b>Property Information</b>	<b>For Insurance Company Use</b>
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SEAVIEW FISHING PIER, LLC Policy Number

Structure Address or Other Description  
124 FISHING PIER LANE

City State Zip Code  
NORTH TOPSAIL BEACH NC 28460

**SECTION I: FLOOD INSURANCE RATE MAP (FIRM) INFORMATION**

*Note: To be obtained from FIRMs in effect at the time of the certification*

1. Community Number 370466	2. Panel Number 4287	3. Suffix K	4. Date of FIRM Index 06/02/2021	5. FIRM Zone AE 12
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**SECTION II: ELEVATION INFORMATION**

*Note: This form is not a substitute for an Elevation Certificate. Elevations should be rounded to nearest tenth of a foot.*

1. Elevation of the Bottom of Lowest Horizontal Structure Member .....	17.0	feet (NAVD 88)
2. Regulatory Flood Protection Elevation (RFPE) .....	14.0	feet (NAVD 88)
3. Elevation of Lowest Adjacent Grade .....	7.9	feet (NAVD 88)
4. Approximate Depth of Anticipated Scour/Erosion Used for Foundation Design.....	1.0	feet (NAVD 88)
5. Embedment Depth of Pilings or Foundation Below Lowest Adjacent Grade.....	8.0	feet (NAVD 88)

**SECTION III: V-ZONE CERTIFICATION STATEMENT**

*Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.*

WL I certify that I have developed or reviewed the structural design, plans and specifications for construction and that the methods of construction to be used are in accordance with accepted standards of practice for meeting the following provisions:

WL a) The bottom of the lowest horizontal structure member of the lowest floor (excluding the pilings or columns) is elevated to or above the Regulatory Flood Protection Elevation; and,

WL b) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components, including grade beams and bracing, if applicable. Water loading values used are those associated with the base flood including wave action. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the flood, including wave action.

**SECTION IV: AREAS BELOW THE LOWEST FLOOR**

*Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.*

WL I certify that I have developed or reviewed the structural design, plans and specifications for construction and that the design and methods of construction to be used for the breakaway walls are in accordance with accepted standards of practice for meeting the following provisions:

WL a) All areas below the lowest floor are free of obstruction (including open lattice work, insect screening, bracing and grade beams as allowed in accordance with FEMA Technical Bulletin 5 and ASCE 24); or

     b) Breakaway walls are constructed in accordance with prescriptive design in FEMA Technical Bulletin 9: Breakaway Walls; or

     c) Breakaway walls shall collapse from water load less than that which would occur during the base flood without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.

**SECTION V: SAND DUNES AND MANGROVE STANDS**

*Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.*

In accordance with 44 CFR 60.3(e)(7) and Paragraph G103.7 of the North Carolina Building Code, the construction:

WL a) Does not alter sand dunes or mangrove stands; or

     b) Alters sand dunes or mangrove stands but does not increase potential flood damage.

**SECTION VI: SEPTIC TANKS**

*Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.*

WL a) There is not a septic tank serving the building; or

In accordance with 44 CFR 60.3(a)(3) and (6), Section G701.1 of the North Carolina Building Code, and ASCE 24-14 7.3 and 9.7, the sanitary sewer system:

     b) Is designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic and hydrodynamic loads, including 150% of the effect of buoyancy and is designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters; or

     c) Is located to avoid impairment to them or contamination from them during flooding.

**SECTION VII: UNDERGROUND FUEL TANKS**



**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

WL a) There is not an underground fuel tank serving the building; or

In accordance with 44 CFR 60.3(a)(3)(iv) and ASCE 24-14 Section 9.7, the fuel tank(s) servicing the structure Section VI, Item A.

b) Is designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic and hydrodynamic loads, including 150% of the effect of buoyancy, is designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and calculated flood-related loads take into account the eroded ground elevation.

### SECTION VIII: ABOVE GROUND FUEL TANKS

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

WL a) There is not an above ground fuel tank serving the building; or

In accordance with 44 CFR 60.3(a)(3)(iv) and ASCE 24-14 Section 9.7, the fuel tank(s) servicing the structure:

- b) Is elevated to or above the Regulatory Flood Protection Elevation on a detached platform with a foundation that meets the requirements of Section III, or
- c) Is underneath or attached to a building and is elevated in accordance with ASCE 24-14 Table 4-1.

### SECTION IX: SWIMMING POOLS

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

WL a) There is not a swimming pool or hot tub located on the subject property; or

In accordance with the North Carolina State Building Code Section G801.5, the North Carolina Residential Building Code Section AV103.3, and ASCE 24 9.6.2, the swimming pool / hot tub is:

- b) Located and designed to be structurally independent of buildings and structures; or
- c) Located in or on elevated floors or roofs that are at or above the Regulatory Flood Protection Elevation;
- and
- d) Is elevated so that the lowest horizontal structural member is at or above the Regulatory Flood Protection Elevation; or
- e) Is designed and constructed to break away during design flood conditions without producing debris capable of causing significant damage to any structure; or
- f) Is designed and constructed to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.

### SECTION X: FILL

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

WL a) No fill has been placed on the site; or

b) Any fill placed on the site is at less than a 5:1 (20%) slope and is similar to natural soils in the area; or

a) Is at a greater than 5:1 (20%) slope but will not cause or worsen wave runup or wave reflection capable of damaging adjacent buildings.

### SECTION XI: EROSION CONTROL STRUCTURES

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

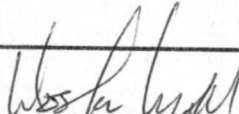
Bulkheads, seawalls, retaining walls, revetments, and similar structures are considered erosion control structures.

WL a) No erosion control structures have been placed on the site; or

b) Erosion control structures are located at least 30' from any structures; or

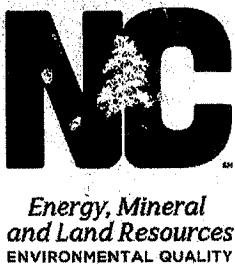
c) Erosion control structures are not located beneath any structures and will not cause or worsen wave runup or wave reflection capable of damaging adjacent buildings.

### SECTION V: CERTIFICATION

Name of Certifier Weston Lyall		Title PE/ PLS/ OWNER	
Firm Name Weston Lyall, PE, PLS, PLLC		License Number 27885	
Street Address 214 Hwy 17 N. Suite 1		Phone Number and Email ( 910 ) 329-9961 WESTONLYALL@WESTONLYALL.COM	
City Holly Ridge	State NC	Zip Code 28445	
Signature 		R1: 12-23-23 Date 6-28-23	







Section VI, Item A.

DONALD R. VAN DER VAART

Secretary

TRACY DAVIS

Director

December 31, 2015

Mr. T. Gregory, Ludlum, Manager  
Sea View Fishing Pier, LLC  
PO Box 413  
Sneads Ferry, NC 28460

**Subject: State Stormwater Management Permit No. SW8 971115  
Sea View Fishing Pier  
High Density Commercial Infiltration Trench / Chamber Project  
Onslow County**

Dear Mr. Ludlum:

The Wilmington Regional Office received a complete State Stormwater Management Permit Application for Sea View Fishing Pier on November 12, 2015. Staff review of the plans and specifications has determined that the project, as proposed, will comply with the Stormwater Regulations set forth in Session Law 2008-211 and Title 15A NCAC 2H.1000, as applicable. We are forwarding Permit No. SW8 971115 dated December 31, 2015, for the construction, operation, and maintenance of the BMP's and built-upon area associated with the subject project.

This permit shall be effective from the date of issuance until October 18, 2016, and shall be subject to the conditions and limitations as specified therein. Please pay special attention to the conditions listed in this permit regarding the Operation and Maintenance of the BMP(s), recordation of deed restrictions, certification of the BMP's, procedures for changing ownership, transferring the permit, and renewing the permit. Failure to establish an adequate system for operation and maintenance of the stormwater management system, to record deed restrictions, to certify the BMP's, to transfer the permit, or to renew the permit, will result in future compliance problems.

The following modifications are included and covered by this permit:

1. The expansion of the approved built-upon area for additional parking.
2. Replacing the previously approved infiltration basins with infiltration trenches.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing by filing a written petition with the Office of Administrative Hearings (OAH). The written petition must conform to Chapter 150B of the North Carolina General Statutes, and must be filed with the OAH within thirty (30) days of receipt of this permit. You should contact the OAH with all questions regarding the filing fee (if a filing fee is required) and/or the details of the filing process at 6714 Mail Service Center, Raleigh, NC 27699-6714, or via telephone at 919-431-3000, or visit their website at [www.NCOAH.com](http://www.NCOAH.com). Unless such demands are made this permit shall be final and binding.

If you have any questions, or need additional information concerning this matter, please contact Christine Hall in the Wilmington Regional Office at (910) 796-7215.

Sincerely,

For Tracy Davis, P.E., Director  
Division of Energy, Mineral and Land Resources

GDS/canh: \\Stormwater\Permits & Projects\1997\971115 HD\2015 12 permit 971115

cc: Weston Lyall, PE, PLS, PLLC  
Onslow County Building Inspections  
Wilmington Regional Office Stormwater File

STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF ENERGY, MINERAL AND LAND RESOURCES

STATE STORMWATER MANAGEMENT PERMIT

HIGH DENSITY COMMERCIAL DEVELOPMENT

In accordance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules, and Regulations

PERMISSION IS HEREBY GRANTED TO

*Sea View Fishing Pier, LLC*

*Sea View Fishing Pier*

*123 & 124 Fishing Pier Lane, North Topsail Beach, Onslow County*

FOR THE

construction, operation and maintenance of two (2) infiltration trenches in compliance with the provisions of Session Law 2008-211 and 15A NCAC 2H .1000, as applicable (hereafter the "stormwater rules") and the approved stormwater management plans and specifications and other supporting data as attached and on file with and approved by the Division of Energy, Mineral and Land Resources (hereafter referred to as the Division or DEMLR) and considered a part of this permit.

This permit shall be effective from the date of issuance until October 18, 2016, and shall be subject to the following specified conditions and limitations:

**I. DESIGN STANDARDS**

1. This permit is effective only with respect to the nature and volume of stormwater described in the application and other supporting data.
2. This infiltration trench or chamber stormwater system has been approved for the management of stormwater runoff as described in Section I.7 of this permit. The stormwater controls labeled Drainage Area 1 and 2 have been designed to handle the runoff from 30,517 and 25,957 square feet of built-upon area, respectively
3. The infiltration system is permitted per the Alternative Design Criteria under Section .1008 (h). The proposed system provides equal or better control, equal or better protection of surface waters and results in no increased potential for nuisance conditions. The infiltration system can store at least 2.5 times the minimum design storm, therefore neither an LS/VFS nor an offline bypass are required.
4. The tract will be limited to the amount of built-upon area indicated in Sections I.2 and I.7 of this permit, and as shown on the approved plans. The built-upon area for the future development within Drainage Area 1 is limited to 1,800 square feet.

Section VI, Item A.

5. The runoff from all built-upon area within the permitted drainage area of the project must be directed into the permitted stormwater control system.
6. The project shall provide a minimum 50' wide vegetated buffer adjacent surface waters, measured horizontally from and perpendicular to the normal pool of impounded structures, the top of bank of streams and rivers, and the mean high water line of tidal waters.
7. The following design criteria have been permitted for the infiltration trenches and must be provided and maintained at design condition:

		Drainage Area 1	Drainage Area 2
a.	Drainage Area, acres:	1.30	1.11
	Onsite, subject to 1995 rules, ft <sup>2</sup> :	53,133	40,659
	Onsite, subject to SL 2008-211, ft <sup>2</sup> :	3,525	7,772
	Offsite, ft <sup>2</sup> :	0	0
b.	Total Impervious Surfaces, ft <sup>2</sup> :	30,517	25,957
	Onsite, subject to 1995 rules, ft <sup>2</sup> :	26,992	18,185
	Onsite, subject to SL 2008-211, ft <sup>2</sup> :	3,525	7,772
	Offsite, ft <sup>2</sup> :	0	0
c.	Design Storm		
	subject to 1995 rules, inches:	1.5	1.5
	subject to SL 2008-211, inches:	3.68	3.68
d.	(Approx.) Trench Length, feet:	165.0	122.0
e.	(Approx.) Trench Width, feet:	150.4	68.0
f.	Trench Depth, feet:	1.2	1.2
g.	Bottom Elevation, FMSL	5.8	5.8
h.	Bottom Surface Area, ft <sup>2</sup> :	24,900	24,838
i.	Bypass Weir Elevation, FMSL:	7.0	7.0
j.	Perforated Pipe Diameter, inches:	6	6
k.	Perforated Pipe Length, ft:	5 x 150'	5 x 150'
l.	Permitted Storage Volume, ft <sup>3</sup> :	11,952	11,920
m.	Type of Soil:	Sand	Sand
n.	Expected Infiltration Rate, in/hr:	6.0	6.0
o.	Seasonal High Water Table, FMSL:	3.8	3.8
p.	Time to Draw Down, hours:	0.02	0.02
q.	Receiving Stream/River Basin:	Intercoastal Waterway	
r.	Stream Index Number:	19-39-(0.5)	
s.	Classification of Water Body:	SA	

**II. SCHEDULE OF COMPLIANCE**

1. The stormwater management system shall be constructed in its entirety, vegetated and operational for its intended use prior to the construction of any built-upon surface.
2. During construction, erosion shall be kept to a minimum and any eroded areas of the system will be repaired immediately. If the stormwater system is used as an Erosion Control device, it must be restored to design condition prior to operation as a stormwater treatment device, and prior to occupancy of the facility.
3. The permittee shall follow the approved Operation and Maintenance Agreement in its entirety, and shall provide and perform the listed operation and maintenance procedures at the specified intervals to assure the permitted stormwater system functions at optimum efficiency.
4. Records of maintenance activities must be kept for each permitted BMP. The reports will indicate the date, activity, name of person performing the work and what actions were taken.

5. The facilities shall be constructed in accordance with the conditions of this permit, the approved plans and specifications, and other supporting data.
6. All stormwater collection and treatment systems must be located in public rights-of-way, common areas or recorded easements. The final plats for the project will be recorded showing all such required rights-of-way, common areas and easements, in accordance with the approved plans. Access to the stormwater facilities shall be maintained via appropriate easements at all times.
7. Upon completion of construction, prior to issuance of a Certificate of Occupancy, and prior to operation of this permitted facility, a certification must be received from an appropriate designer for the system installed certifying that the permitted facility has been installed in accordance with this permit, the approved plans and specifications, and other supporting documentation. Any deviations from the approved plans and specifications must be noted on the Certification. A modification may be required for those deviations.
8. The permittee shall submit to the Director and shall have received approval for revised plans, specifications, and calculations prior to construction, for any modification to the approved plans, including, but not limited to, those listed below:
  - a. Any revision to any item shown on the approved plans, including the stormwater management measures, built-upon area, details, etc.
  - b. Redesign or addition to the approved amount of built-upon area or to the drainage area.
  - c. Further development, subdivision, acquisition, lease or sale of any, all or part of the project area.
  - d. Filling in, altering, or piping of any vegetative conveyance shown on the approved plan.
  - e. The construction of any future BUA listed on the application.
9. The Director may notify the permittee when the permitted site does not meet one or more of the minimum requirements of the permit. Within the time frame specified in the notice, the permittee shall submit a written time schedule to the Director for modifying the site to meet minimum requirements. The permittee shall provide copies of revised plans and certification in writing to the Director that the changes have been made.

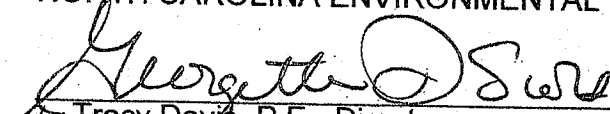
### III. GENERAL CONDITIONS

1. This permit is not transferable to any person or entity except after notice to and approval by the Director. The permittee shall submit a completed and signed Name/Ownership Change Form, accompanied by the supporting documentation as listed on the form, to the Division at least 60 days prior to any one or more of the following events:
  - a. An ownership change including the sale or conveyance of the project area in whole or in part;
  - b. The sale or conveyance of the common areas to a Homeowner's or Property Owner's Association, subject to the requirements of Session Law 2011-256;
  - c. Bankruptcy;
  - d. Foreclosure;
  - e. Dissolution of the partnership or corporate entity;
  - f. A name change of the current permittee;
  - g. A name change of the project;
  - h. A mailing address change of the permittee;

2. Approved plans, application, supplement forms, Operation and Maintenance agreements, design calculations and specifications for this project are incorporated by reference and are enforceable parts of the permit. A copy of the approved plans and specifications shall be maintained on file by the Permittee at all times.
3. Any individual or entity found to be in noncompliance with the provisions of a stormwater management permit or the stormwater rules is subject to enforcement action as set forth in NCGS 143, Article 21.
4. The issuance of this permit does not preclude the Permittee from complying with any and all statutes, rules, regulations, or ordinances, which may be imposed by other government agencies (local, state, and federal) having jurisdiction.
5. The permittee is responsible for compliance with all permit conditions until such time as the Division approves the transfer request.
6. In the event that the facilities fail to perform satisfactorily, the Permittee shall take immediate corrective action, including those as may be required by this Division, such as the construction of additional or replacement stormwater management systems.
7. The permittee grants Division Staff permission to enter the property during normal business hours for the purpose of inspecting all components of the permitted stormwater management facility.
8. The permit issued shall continue in force and effect until revoked or terminated. The permit may be modified, revoked and reissued or terminated for cause. The filing of a request for a permit modification, revocation and reissuance or termination does not stay any permit condition.
9. Unless specified elsewhere, permanent seeding requirements for the stormwater controls must follow the guidelines established in the North Carolina Erosion and Sediment Control Planning and Design Manual.
10. The issuance of this permit does not prohibit the Director from reopening and modifying the permit, revoking and reissuing the permit, or terminating the permit as allowed by the laws, rules and regulations contained in Session Law 2008-211, Title 15A NCAC 2H.1000, and NCGS 143-215.1 et. al.
11. The permittee shall submit a permit renewal application at least 180 days prior to the expiration date of this permit. The renewal request must include the appropriate documentation and the processing fee.

Permit modified and reissued this the 31<sup>st</sup> day of December 2015.

NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION

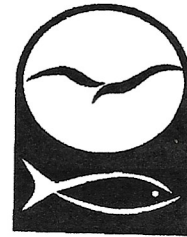


for Tracy Davis, P.E., Director

Division of Energy, Mineral and Land Resources

By Authority of the Environmental Management Commission

# 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 Seaview Fishing Pier LLC (Greg Ludlum) c/o Gladiator Construction LLC, authorizing development in the Ocean Hazard AEC at 124 Fishing Pier Lane, in North Topsail Beach, Onslow County, as requested in the permittee's application, dated October 5, 2023, received by DCM as complete on November 13, 2023. This permit, issued on **November 14, 2023**, 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 15.5' x 28' (434 sf) restroom addition and a 6' x 6' uncovered deck.**

- (1) All proposed development and associated construction must be done in accordance with the permitted work plat drawings(s) drafted by Weston Lyall, PE, PLS, PLLC with mapping date of 6/28/2023. (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, 2026**

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 another party without the written approval of the Division of Coastal Management.

*Heather M. Styron*

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

**PERMITTEE or Authorized Agent**

(Signature required if conditions above apply to permit)



Name: Seaview Fishing Pier LLC (Greg Ludlum)

Minor Permit # 108-23

Date: November 14, 2023

Page 2

- (5) The existing building (tract 2 restaurant) and proposed bathroom addition shall not exceed 5,000 square feet of conditioned space and located a minimum distance of **60 feet** from the First Line of Stable Natural Vegetation (FLSNV). (07H .0306(a)(1))
- (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. Disturbed areas shall be vegetated and stabilized (planted and mulched) within 14 days of construction completion. (GS 113A-120)
- (8) Any oceanfront uncovered decks within the 60' setback area shall not exceed a footprint of 500 square feet. (7H .0309 (a)(3), (07H .0306 (a) (6))
- (9) 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))
- (10) 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)
- (11) 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)
- (12) All graded and filled slopes shall be of a sufficient angle to retain a vegetative cover or other erosion control device or structure. (GS 113A-120)
- (13) 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)
- (14) **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.**

SIGNATURE:



PERMITTEE or AUTHORIZED AGENT

DATE:

11/14/2023



**MEMORANDUM**

TO: Whom It May Concern  
FROM: David M. Mohr, PE  
Chief Operating Officer  
DATE: July 1, 2022  
RE: County of Onslow Intention to Provide Sewer Service Form

O: 910.455-0722  
onwasa.com  
228 Georgetown Rd  
Jacksonville, NC 28540

This memo is offered in response to concerns raised over information contained on the County of Onslow form labeled Intention to Provide Sewer Service which is completed for new home construction projects.

Please be advised that the value shown on the referenced form for number of bedrooms is based on information provided to ONWASA at the time the form is completed and may not reflect the final configuration of the building constructed on the listed property. ONWASA does not independently verify this data, regulate the number of bedrooms a building may contain, or utilize this information to determine System Development Fees or monthly charges for water or sewer services.

If you have any additional questions or concerns, please feel free to contact ONWASA Customer Service at (910) 455-0722.



# Intention to Provide Sewer Service

To: **Onslow County Central Permitting Division**  
From: **ONWASA, 228 Georgetown Road, Jacksonville, NC 28540, 910-455-0722**  
**Utility Company name and contact information**

Please be advised that we have been granted a Certificate of Public Convenience and Necessity by the North Carolina Utilities Commission to provide sewer utility service to the property described below. It is our intention to provide sewer service pursuant to GS 130A-337.

Property Owner: Seaview Fishing Pier, LLC  
Property Address: 124 Fishing Pier Lane, NTB, NC 28460  
Subdivision:        Lot #: Parcel # 774F-98  
Number of Bedrooms: 0  
Any applicable service limitations:       

JEFFREY T. LOHR, PE [Signature] 11-17-2023  
Authorized Utility Company Representative (Print Name & Signature) Date

## Authorization to Connect to Sewer Service

From: **Onslow Water & Sewer Authority (ONWASA), 228 Georgetown Road, Jacksonville, NC 28540**  
**Utility Company name and contact information**

Please be advised that the above-described property is authorized to connect pursuant to GS 130A-339.

JEFFREY T. LOHR, PE [Signature] 11-17-2023  
Authorized Utility Company Representative (Print Name & Signature) Date



**Onslow County Central Permitting**  
604 College Street Jacksonville, NC 28546  
910.455-3661 (office) 910.989.2369 (fax)