



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

**Thursday, April 10, 2025, at 6:00 PM**

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

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

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*Planning Board: Susan Meyer - Chair, Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Keith Wilkerson, Charles "Rusty" Walker - Alternate, Jan Bellamy - Alternate*

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

*Attorney Charles J. "Chip" Payson | Sumrell Sugg, PA*

**I. CALL TO ORDER**

**II. ADOPTION OF AGENDA**

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

**III. APPROVAL OF MINUTES**

A. March 13, 2025, Regular Meeting Minutes

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

**IV. PUBLIC COMMENT**

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

**V. NEW BUSINESS**

A. Review of OPERATING STANDARDS FOR EXISTING TRAVEL TRAILER PARKS

B. Proposed Text Amendment UDO Art 7 Non-Conversion Agreement requirement

**VI. DISCUSSION**

A. Community Rating System Annual Review

**VII. ADJOURNMENT**

***Notice to citizens who wish to speak:*** As a courtesy to others, a citizen speaking on an agenda item or making a petition is normally limited to three minutes. Persons who are organizing a group presentation and who wish to speak beyond the three minute limit are requested to make prior

*arrangements through the Planning Director by calling 910-328-1349. If you wish to address the Board this evening, please go to the front right corner of the conference room and sign up with the Recording Secretary. The Board may also change the order in which agenda items are presented.*

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



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

**Absent:** Keith Wilkerson

**I. CALL TO ORDER**

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

**II. ADOPTION OF AGENDA**

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

**III. APPROVAL OF FEBRUARY 13, 2025 REGULAR MEETING MINUTES**

**Ms. Ward made a motion to approve the minutes for last month's meeting. Mr. Walker seconded the motion. The motion passed unanimously, 5-0.**

**IV. PUBLIC COMMENT**

None.

**V. PRESENTATION OF TRAINING CERTIFICATES**

Planning Director Hill presented Planning Officials Training Program Certificates of Completion to Lisa Brown and Rusty Walker.

**VI. DISCUSSION**

Planning Director Hill noted the continued work on CRS (Community Rating System).

**VII. ADJOURNMENT**

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

The Planning Board meeting adjourned at 6:03 p.m.

APPROVED

This 10<sup>th</sup> day of April, 2025

CERTIFIED

This 10<sup>th</sup> day of April, 2025

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Susan, Meyer, Chair

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Kate Winzler, Clerk to the Planning Board