



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

Thursday, March 13, 2025, at 6:00 PM

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

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

Planning Board: Susan Meyer - Chair, Fred Fontana - Vice Chair, 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

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. February 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. PRESENTATION OF TRAINING CERTIFICATES

VI. DISCUSSION

VII. ADJOURNMENT

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

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



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Present: Susan Meyer - Chair, Fred Fontana - Vice Chair, Teri Ward, Keith Wilkerson, Jan Bellamy - Alternate

Absent: Lisa Brown, Charles "Rusty" Walker – Alternate

I. CALL TO ORDER

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

II. ADOPTION OF AGENDA

Vice Chair Fontana moved to adopt it. Ms. Ward seconded the motion. The motion passed unanimously, 4-0.

III. OATH OF OFFICE

Deputy Town Clerk Winzler administered the Oath of Office to Keith Wilkerson for appointment as a regular member to the Planning Board, and to Jan Bellamy for appointment as an alternate member to the Planning Board.

IV. APPROVAL OF MINUTES

Ms. Ward made a motion to approve the minutes of January 9th's meeting. Mr. Wilkerson seconded the motion. The motion passed unanimously, 5-0.

V. PUBLIC COMMENT

None.

VI. PRESENTATION OF TRAINING CERTIFICATES

Planning Director Hill expressed appreciation for the current and past members of the Planning Board, thanking them for serving the community. Ms. Hill presented Planning Officials Training Program Certificates of Completion to Keith Wilkerson, Teri Ward, Susan Meyer, Fred Fontana, Ricky Schwisow, and Kate Winzler.

VII. ADJOURNMENT

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

The Planning Board meeting adjourned at 6:16 p.m.

APPROVED

This 13th day of March, 2025

CERTIFIED

This 13th day of March, 2025

Susan Meyer, Chair

Kate Winzler, Clerk to the Planning Board