



**Town of North Topsail Beach**  
**Planning Board Regular Meeting**  
**Thursday, December 12, 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)**

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*Planning Board: Susan Meyer - Chair, Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Charles "Rusty" Walker - Alternate, Keith Wilkerson - 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. November 14, 2024, Regular Meeting Minutes

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

**IV. APPROVAL OF THE 2025 PLANNING BOARD REGULAR MEETING SCHEDULE**

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

**V. PUBLIC COMMENT**

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

**VI. NEW BUSINESS**

A. CAMA Land Use Plan and Unified Development Ordinance Proposed Text Amendment Use Standards for Ocean Hazard Areas: Exceptions. (Attorney Payson)

**VII. DISCUSSION**

A. American Planning Association Presentation Video: Legal Decision-Making (Attorney Payson)

**VIII. 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, Rusty Walker - Alternate, Keith Wilkerson – Alternate.

**ABSENT:** Lisa Brown, Scott Morse.

**I. CALL TO ORDER**

Chair Meyer called the meeting to order at 5:59 p.m.

**II. ADOPTION OF AGENDA**

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

**III. APPROVAL OF MINUTES: October 3, 2024, Regular Meeting Minutes**

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

**IV. PUBLIC COMMENT**

None.

**V. DISCUSSION**

A. Ethics in Decision-Making Presentation Video

i. Equity in Planning: Thoughts

ii. Ethics in Decision-Making

Planning Director Hill introduced the topic and Town Attorney Chip Payson, who attended via Zoom, to the Planning Board. Ms. Hill explained that creating fair access to resources and communities is integral to serving the public, as well as equity, diversity, and inclusion (EDI) initiatives. The Planning Board watched the training videos. There was discussion.

**VI. ADJOURNMENT**

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

The Planning Board meeting adjourned at 6:38 p.m.

APPROVED

This 12<sup>th</sup> day of December 2024

CERTIFIED

This 12<sup>th</sup> day of December 2024

\_\_\_\_\_  
 Susan Meyer, Chair

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 Kate Winzler, Clerk to the Planning Board



Joann M. McDermon, Mayor  
Tom Leonard, Mayor Pro Tem

Aldermen:  
Mike Benson  
Richard Grant  
Laura Olszewski  
Connie Pletl

Alice Derian, ICMA-CM  
Town Manager

Nancy Avery  
Interim Town Clerk

## 2025 TOWN OF NORTH TOPSAIL BEACH PLANNING BOARD REGULAR MEETING SCHEDULE

All meetings to be held in the meeting room at Town Hall, located at 2008 Loggerhead Court in North Topsail Beach at 6:00 p.m. or soon thereafter on the second Thursday of the month.

- January 9<sup>th</sup>
- February 13<sup>th</sup>
- March 13<sup>th</sup>
- April 10<sup>th</sup>
- May 8<sup>th</sup>
- June 12<sup>th</sup>
- July 10<sup>th</sup>
- August 14<sup>th</sup>
- September 11<sup>th</sup>
- October 9<sup>th</sup>
- November 13<sup>th</sup>
- December 11<sup>th</sup>