



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

Thursday, May 02, 2024, at 6:00 PM

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

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

Planning Board: Hanna McCloud - Chair, Susan Meyer - Vice Chair, Scott Morse, Lisa Brown, Terri Ward, Fred Fontana (Alternate), Stu Harness (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. April 4, 2024 Regular Meeting Minutes

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

IV. PUBLIC COMMENT

V. DISCUSSION

A. APA Video Training: Staff Reports

VI. 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
Thursday, April 04, 2024, at 6:00 PM
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PRESENT: Hanna McCloud - Chair, Susan Meyer - Vice Chair, Lisa Brown, Terri Ward, Fred Fontana (Alternate - voting), Stu Harness (Alternate – not voting)

ABSENT: Scott Morse

I. CALL TO ORDER

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

II. ADOPTION OF AGENDA

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

III. APPROVAL OF MINUTES

Mr. Fontana made a motion to approve the March 7, 2024 minutes. Ms. Ward seconded the motion. The motion passed unanimously, 5-0.

IV. PUBLIC COMMENT

None.

V. DISCUSSION

Planning Director Hill introduced the APA Video Training: Managing the Meeting Presentation for Planning Officials and reviewed the document “Planner’s Guide to Meeting Facilitation.” The Planning Board watched the video and discussed meeting facilitation and management, Robert’s Rules, and participation of the public. The Planning Board members completed and submitted an evaluation sheet.

VI. ADJOURNMENT

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

The Planning Board meeting adjourned at 6:50 p.m.

Approved this 2nd day of May 2024.

Certified this 2nd day of May 2024.

Hanna McCloud, Chair

Kate Winzler, Clerk to the Planning Board