



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

Thursday, July 10, 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, 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.](#) June 12, 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. ORGANIZATION

A. Oath of Office – Ms. Lisa Brown

VI. OLD BUSINESS

A. SUP25-00002 Tiki Bar Compliance Review (Attorney Payson/Planning Director Hill)

VII. NEW BUSINESS

[A.](#) Southeastern NC Regional Hazard Mitigation Plan 2025 Update

VIII. DISCUSSION

IX. 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

Absent: Charles "Rusty" Walker - Alternate

I. CALL TO ORDER

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

II. ADOPTION OF AGENDA

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

III. APPROVAL OF APRIL 10, 2025, REGULAR MEETING MINUTES

Ms. Ward made a motion to adopt the minutes from the April 10th Regular Meeting. Ms. Bellamy seconded the motion. The motion passed unanimously, 5-0.

IV. PUBLIC COMMENT

None.

V. NEW BUSINESS

A. SUP25-000001 Osprey-Crystal Shores Golf Cart Beach Parking (David Dalsimer)

Planning Director Hill presented the staff report.

Mr. David Dalsimer, President of the Crystal Shores HOA explained that their goal was public safety for their members to access the beach on golf carts and bicycles. He explained it would be from private property to private property and not cause very much traffic nor burden the Town's public safety staff. The gravel parking area would be maintained by a landscaper, with weed control and trash pickup. Mr. Dalsimer answered questions from the Planning Board, including:

- Parking permits would not apply, as the parking would be defined, private, and self-policed.
- The placement of the crosswalk would be from a gravel area to a gravel area across New River Inlet Road.
- Members would access the beach from the parking area directly, walking around the secondary berm to a beach access built over the primary berm.
- Members would not travel the multi-use path.
- The HOA had requested that the DOT install a crosswalk traversing New River Inlet Road.
- The entrance to the parking area would be too narrow for a car, defined by posts and rope, and display signs designating the area as private property with rules.
- Because the area would be posted as private, the HOA would be authorized to contact North Topsail Beach Police to remove violators.

Ms. Ward made a motion to approve SUP25-000001 as staff has written that it is compatible with the comprehensive plan. Mr. Wilkerson seconded the motion. The motion passed unanimously, 5-0.

B. SUP25-000002 Modification to CUP-10-0001 Palm Tree Market/Tiki Bar (Chris Carrigan)

Planning Director Hill presented the staff report, explaining that the applicant wanted to keep the existing structures, particularly the two decks with tables and chairs, add additional parking, work with the town, and find a noise buffer solution. The applicant requested modification to the conditional use permit to bring the site into compliance to acquire a new ABC permit.

Ms. Ward requested clarification on what the Planning Board was considering and asked for a site plan.

Planning Director Hill explained that the decks were installed without permits or a reevaluation of the parking requirements.

Attorney Payson explained that the Planning Board was to initially review the application, consider consistency with the CAMA Land Use Plan, and provide written comments to the Board of Aldermen in the Staff Report. The Board of Aldermen are the final granting authority under the ordinance.

Vice Chair Fontana requested a parking site plan, asked how food trucks would impact the required parking, and how many EV Charging Stations were installed.

Planning Director Hill explained there was no parking site plan, but she believed there was enough room to identify parking spaces. A driveway permit would not be required as the parking lot was installed decades ago. She estimated that the site would need sixteen parking spaces, and temporary food trucks would not impact the parking requirements. She identified two handicapped ramps, one on either side of the Tiki Mart, 2 EV charging stations, and a mobile trailer placed on the site for use as a sound stage for bands. Ms. Hill stated that the applicant indicated his desire to work with the Town to minimize noise complaints.

Planning Director Hill offered several hypothetical solutions to the Planning Board.

Ms. Ward asked for clarification, stating concern for making a recommendation on potential scenarios.

Vice Chair Fontana agreed, stating his concern for the applicant to make corrections to come into compliance without a clear plan. He said that before approving, he would like to see plans showing proposed changes to become compliant in parking and other issues.

Ms. Bellamy asked if the business would be in a bind operating without the sixteen parking spaces while awaiting a review from the Planning Board.

Planning Director Hill welcomed the applicant to place gravel and landscape timbers to correct the required parking shortfall. She noted her desire to not hold up the applicant if they were willing to work with the Town to come into compliance. She asked Attorney Payson for guidance for the Board without a concrete plan, offering several more hypothetical solutions.

Attorney Payson expressed concern over the lack of a substantive proposal to appear before the Board of Aldermen. He stated he sensed the Planning Board's stance was dependent on what the applicant wanted to try to do to come into compliance. Those decisions and determinations would have to be made by the time the application reached the granting authority, which is the Board of Aldermen. He stated it was up to the Planning Board whether they wanted to agree to move it forward with some recommendations on which direction they would advise the applicant to go, but ultimately it was up to the applicant to determine what he wants to do.

Chair Meyer noted that the applicant needed to capitalize on the peak business season. She asked for a timeframe that he would need to be in compliance.

Planning Director Hill explained that any modifications to the approved development plan must be approved by the Board of Aldermen.

Vice Chair Fontana asked if the Planning Board deferred action until the applicant provided more information, could the business continue to operate, adding that he did not feel comfortable approving the application without more assurances.

Mr. Wilkerson asked for more background information.

Mr. Chris Carrigan provided information about purchasing the business as an ice cream store, and the progression of the business since. He asked the Planning Board what he was allowed to do.

There was discussion between Planning Director Hill, the Planning Board, and the applicant Carrigan.

Ms. Ward asked the applicant to propose specific changes with a site plan for clarification and return next month.

Attorney Payson identified that the Planning Board was struggling without the memorialization of proposed changes in a plan document, which would be required to go before the Board of Aldermen as the granting authority. He stated that he would advise the Board of Aldermen that there was not enough information at this point.

Vice Chair Fontana agreed, asking if they needed to make a motion to defer the item until more information was provided.

Planning Director Hill asked for a five-minute recess.

Chair Meyer granted the recess at 7:08 p.m.

Chair Meyer called the meeting back to order at 7:15 p.m.

Mr. Carrigan expressed his desire to work with the Planning Board to come into compliance. He offered to remove walls, add parking areas, beautify, remove the trailer, turn off the music by ten o'clock, and put up a sound barrier behind it. He said that he would like to keep the decks and requested some time.

Mr. Elmon Anders, of 136 Sea Gull Ln addressed the Planning Board. He expressed concern over the amplified noise from live music at the Tiki Bar. Mr. Anders expressed support for any proposed beautification of the Tiki Bar. He stated that according to the North Topsail Beach Police Department, the Tiki Bar has received ten noise citations in the past eighteen months, with a total of four thousand dollars in fines. Mr. Anders explained that a string of lights was installed facing the back of the houses behind the bar, and that corn-hole boards were moved to the rear property line. He expressed his desire to come to a compromise where the bar can exist with the neighborhood.

Chair Meyer asked Attorney Payson for guidance on the Planning Board's recommendation.

Attorney Payson explained that the ordinance stated the Planning Board must conduct a review, and one could argue that it did or did not constitute a review.

Vice Chair Fontana made a motion that this request for a conditional use permit be deferred until such time that the applicant can prove that he will be in compliance or can prove to the Planning Board that he is in compliance at this time but is free to present his plans to the Board of Aldermen for their approval on July second. Ms. Ward seconded the motion. The motion passed unanimously, 5-0.

VI. DISCUSSION

None.

VII. ADJOURNMENT

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

The Planning Board meeting adjourned at 7:27 p.m.

APPROVED

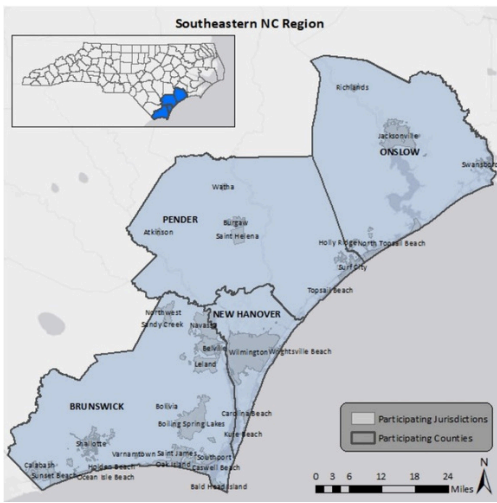
This 10th day of July, 2025

CERTIFIED

This 10th day of July, 2025

Susan, Meyer, Chair

Kate Winzler, Clerk to the Planning Board



SOUTHEASTERN NC

REGIONAL HAZARD MITIGATION PLAN 2025 UPDATE



QR CODE TO
PUBLIC SURVEY

Background

The Southeastern NC Regional Hazard Mitigation Plan aims to assess, reduce, and prepare for the impact of natural and man-made hazards in the region. The 2025 Plan Update involves the identification of vulnerabilities and prioritization of mitigation strategies to better prepare for, respond to, and recover from a hazardous event. Through collaboration and coordination, the Plan Update seeks to engage stakeholders, raise awareness, and facilitate measures to mitigate risk and build a safer, more resilient region for current and future generations.

What is Mitigation?

FEMA defines Hazard Mitigation as:
“Sustained action taken to reduce or eliminate long-term risk to human life and property from hazards.”



1

EXISTING

Mitigate hazard impacts on existing development in our communities (i.e. houses, businesses, infrastructure, critical facilities)

2

FUTURE

Ensure future development is conducted in a manner that does not increase vulnerability (i.e. strategic planning, policy, and procedures)

Disaster Mitigation Act of 2000

The Disaster Mitigation Act (DMA) of 2000 represents a major shift from reactive response to proactive prevention requiring local communities to develop/maintain hazard mitigation plans.

- Revitalized Federal Planning Requirements
 - State and Local Hazard Mitigation Plans
- Federal Grant Funding Eligibility
 - Hazard Mitigation Grant Program (HMGP)
 - Flood Mitigation Assistance (FMA)

**Plans should be updated every 5 years to remain current.



Mitigation Techniques


1. Prevention – Planning and Zoning, Building Codes, Floodplain Regulations
2. Property Protection –Aquisition, Relocation, Elevation
3. Natural Resource Management – Floodplain Protection, Watershed Management, Riparian Buffers
4. Structural Projects – Reservoirs, Levees/Dams, Channel Modification
5. Emergency Services – Warning Systems, Evacuation Planning, Shelters
6. Public Education and Awareness – Outreach Projects, Real Estate Disclosures, Hazard Map Information

Section VII, ItemA.

Task 1 Scope: Plan Development

Subtas	Status	Notes
Task 1.1: Planning Process	In Progress	Involves internal kickoff, planning team meetings (3 minimum), and public meetings (2 minimum).
Task 1.2: Risk Assessment	In Progress	Update previously developed risk assessment with latest data for hazard profiles and risk assessment techniques.
Task 1.3: Capability Assessment	In Progress	Project team to update previous capability assessment survey from last update. Communities to confirm changes and revise as needed.
Task 1.4: Mitigation Strategy	Not Started	Update status of existing mitigation actions from previous plan and propose new actions based on need.
Task 1.5: Plan Maintenance Procedures	Not Started	Includes analysis of previous methods/schedules of plan monitoring, evaluating, and updating.

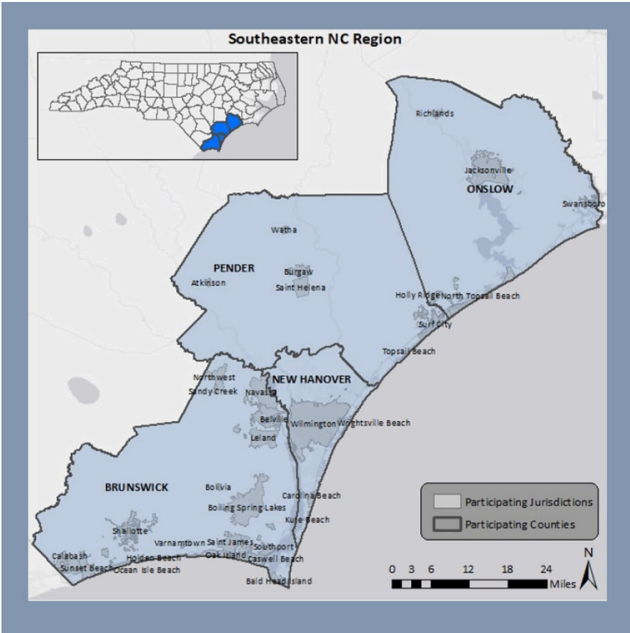
Project Website





Southeastern NC Hazard Mitigation Plan Update

Welcome to the official website for the Southeastern NC Regional Hazard Mitigation Plan 2025 Update!

Last updated: Q2 2025



The project team has developed a Project Website where all information pertaining to the plan update will be hosted, including meeting minutes & presentations as well as the Public Survey!



Your Role in the Process

1. **Tell us who should be involved in the process.** Have we missed anyone? This can include community groups, non-profits, businesses, etc.

2. **Share the project website to your county/municipal page.** We’re actively updating this site, so sharing/promoting is all you need to do!

3. **Complete the survey and encourage others to do so.** Print copies and place them in community buildings. Let us know if translation is needed.

4. **Determine location, date, and times for meetings in a timely fashion.** Our aim is to send invites out with at least 2 weeks notice.

5. **Review your Capability Assessment.** Identify new capabilities or adjust existing capabilities. Efforts underway should be noted.

6. **Review your Mitigation Plan.** Provide a detailed status update on each action and brainstorm new actions that address existing gaps/weaknesses.

7. **Collaborate amongst other agencies/departments.** This update spans beyond EM and will benefit from the cross-sectoral collaboration/expertise.

8. **Reach out to smaller jurisdictions to ensure their participation.** Whether actively present or represented through the county, this will help expedite the update and adoption process.

Thank you!

Thank you for your participation in the Southeastern NC Regional HMP 2025 Update!