



Town of North Topsail Beach Planning Board Regular Meeting

Thursday, August 14, 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

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. July 10, 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. OLD BUSINESS

A. Southeastern NC Regional Hazard Mitigation Plan 2025 Update

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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I. CALL TO ORDER

Chair Meyer called the meeting to order at 6:02 p.m.

II. ADOPTION OF AGENDA

Vice Chair Fontana made a motion to adopt the agenda. Ms. Ward seconded the motion. Motion passed unanimously, 4-0.

III. APPROVAL OF MINUTES

Ms. Ward made a motion to approve the June 12th Regular Meeting Minutes. Mr. Wilkerson seconded the motion. The motion passed unanimously, 4-0.

IV. PUBLIC COMMENT

Bryan Wilkins of 2338-2 New River Inlet Road spoke in support of the Tiki Bar and Market. Alberto Solana of 1695 New River Inlet Road spoke in support of the Tiki Bar and Market.

V. ORGANIZATION

Deputy Town Clerk Winzler administered the Oath of Office to Lisa Brown for appointment as a regular member to the Planning Board.

VI. OLD BUSINESS

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

Planning Director Hill explained that the Board of Aldermen had formally remanded the special use application back to the Planning Board, and that she had the administrative authority to approve a permit for the renovation of the Tiki Bar to gain compliance by removing the walls, and installing no more than two engineered break-away walls in a system that would be compliant with FEMA's (Federal Emergency Management Agency) Freedom of Obstruction requirement. A revised barstool count would be required for ensuring parking conformance. Ms. Hill said that she had asked Mr. Carrigan to remove the trailer being used as a sound stage, and suggested Mr. Carrigan apply for a special event application when hosting live music. Mr. Carrigan formally withdrew the special use application on June 23, 2025, and stated he would apply for a renovation permit, remove the sound-stage trailer, install landscape timbers, and apply for a special event permit when he hires bands to play. Planning Director Hill explained that the Town Manager determined the special event permit application would not be necessary.

Planning Director Hill continued that Mr. Carrigan's application is missing the engineered break-away wall building plans and the landscaping timbers had been installed in a format not consistent with the approved plan. The Town received several complaints about the sound-stage trailer, and an advertised free shuttle to Town Hall. The Town received an additional complaint regarding advertising for live music and karaoke, and that the sound trailer was being set up. Ms. Hill notified Mr. Carrigan that taxis and ride share services are regulated by the State and the Town and taxed by the State.

Planning Director Hill stated that she was advised not to sign off on the ABC (North Carolina Alcoholic Beverage Control Commission) Zoning and Compliance form until the site is compliant with the previously approved special use permits.

Ms. Hill explained that the status of the Zoning, Flood, and Building Permit applications were incomplete, pending the receipt of the engineered break-away wall design, and there had been no progress toward compliance.

Town Attorney Payson explained that the non-compliance was brought to the attention of the Town through the ABCC permit which required the Town to sign off that the Tiki Bar was in compliance with zoning. Upon Planning Director Hill's inspection, a couple issues were identified. Mr. Carrigan had a choice to either apply for a special use permit or come into compliance with the 2010 conditional use permit. Initially, Mr. Carrigan started with the special use permit and then chose to switch gears to come into compliance with the 2010 conditional use permit. Attorney Payson commended Planning Director Hill's efforts to work with Mr. Carrigan. Unfortunately, the Tiki Bar was still not compliant. He explained there was no action for the Planning Board at this meeting. Vice Chair Fontana asked for the operating status of the Tiki Bar given its non-compliance. Planning Director Hill stated that the Tiki Bar was still operating, the Town was working to address the non-compliance issues and to mitigate the noise complaints. There was no direction given to shut down the Tiki Bar.

Mr. Fontana asked about the ABC non-compliance in relation to selling beer.

Planning Director Hill repeated that she may not sign off on the ABCC compliance sheet until the Tiki Bar is in compliance.

Attorney Payson explained that no notice with a time frame had been posted to the Tiki Bar, although it might be headed in that direction, and he did not know the implications for the Tiki Bar's liquor license.

Mr. Walker spoke in support of the Tiki Bar coming into compliance, specifically for safety and sanitation. He noted that live music noise levels have recently changed significantly. Mr. Walker spoke to the Town noise ordinance and offered examples of noise ordinances from the other towns on Topsail Island. He stated that it was not unusual to hear noise from the Tiki Bar as late as 1:30 a.m. Mr. Walker requested that the bands and business owners respect the 10 p.m. curfew for noise, and offered that if they did, the complaints would go away.

There was discussion. No action was taken.

VII. NEW BUSINESS

A. Southeastern NC Regional Hazard Mitigation Plan 2025 Update

Planning Director Hill introduced a hazard mitigation plan video that the Planning Board watched. Ms. Hill explained that in 2020, North Topsail Beach joined Pender County, Brunswick County, Onslow County, and New Hanover County in the Southeast Regional Hazard Mitigation Plan, which now requires an update, and encouraged the Planning Board members and North Topsail Beach citizens to complete the Southeastern NC Regional Hazard Mitigation survey at

<https://survey123.arcgis.com/share/2d6fe1907f424cdfb6d42bb364b9d71b>

She explained that a high number of responses would help guide the Planning Board's future priorities and concerns. A Hazard Mitigation Plan must be in place for North Topsail Beach to qualify for FEMA funding or grants. Ms. Hill said that she would have a draft of the capability assessment and mitigation plan updates for the next Planning Board meeting in August. She directed the Planning Board to the Town's website to read the current Southeastern North Carolina Regional Hazard Mitigation Plan

https://www.northtopsailbeachnc.gov/sites/default/files/fileattachments/planning_and_zoning/page/2369/20210107_senc_rhmp_final.pdf

Planning Director Hill reviewed potential hazards considered in the plan including flooding, sink holes, wildfires, health related hazards such as COVID, tsunamis, dam failure, hurricanes, and tornadoes. She explained that the plan also lists existing or potential mitigation strategies to reduce the impact of hazards.

There was discussion about hazard mitigation.

VIII. DISCUSSION

Planning Director Hill explained that FEMA would not be requiring an annual recertification submittal this year, and that the Town would be considered to remain in good standing in the CRS

(Community Rating System) program as long as it continues to meet the CRS Program and continues to meet the CRS program prerequisites and implements its credit activity. The Town of North Topsail Beach has an ISO (International Organization for Standardization) rating of five, giving North Topsail Beach NFIP (Nation Flood Insurance Program) policy holders a 25% savings on their flood insurance policies.

IX. ADJOURNMENT

Mr. Wilkerson made a motion to adjourn. Ms. Brown seconded the motion. The motion passed unanimously, 5-0.

The Planning Board meeting adjourned at 7:10 p.m.

APPROVED

This 14th day of August 2025

CERTIFIED

This 14th day of August 2025

Susan Meyer, Chair

Kate Winzler, Clerk to the Planning Board